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BILINGUAL VOCATIONAL EDUCATION PROJECT
FINAL REPORT FY-81

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BILINGUAL VOCATIONAL EDUCATION PROJECT
FINAL REPORT FY-81

Project Staff

Jeanne Lopez-Valadez, Director
Tatiana Davidson, Executive Secretary

Northwest Educational Cooperative

Sponsored by

**Illinois
State Board of
Education**

Donald F. Muirheid
Chairman

Donald G. Gill
State Superintendent
of Education

Department of
Adult,
Vocational and
Technical Education

August, 1981





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FINAL REPORT ABSTRACT

Title of Project: Bilingual Vocational Education Project
Funding Agreement Number: R-20-41-C-2105-180
Director: Jeanne Lopez-Valadez
Institution: Northwest Educational Cooperative
Location: 500 South Dwyer Avenue, Arlington Heights, IL 60005
Time Period Covered: August 1, 1980 - July 31, 1981

Objectives of the Project:

The project's goal is to: provide vocational programs with the leadership and resources to assist in the systematic planning of services for LEP students relevant to local needs. To achieve this goal, BVEP had three major objectives: 1) technical assistance, 2) development of a resource manual, and 3) coordination with other projects/agencies.

Procedures:

Technical Assistance -- Consultations to 220 + agencies, with intensive assistance to special LEP projects (15 +); Workshops (6) and inservice presentations (15); library services, newsletters and other dissemination of information and products.

Resource Manual -- Compilation of inservice resources, observations of model programs, surveys of national resource persons/agencies.

Coordination -- Attendance at meetings, co-sponsored inservices, reciprocal consultative assistance and library services, dissemination.

Expected Contribution or Potential Impact on Vocational Education:

- 1) The development and implementation of 15 (+) vocational programs responsive to the needs of LEP students.
- 2) The development of instructional materials and professional resources.
- 3) The further sensitization and skills training of vocational and related personnel at the local and state level.
- 4) The coordination and dissemination of resources through the maintenance of a central depository of materials and resource information/persons.

Products Delivered:

- (2) Semi Annual Report delivered to DAVTE. January 31, 1981
- (10) BVEP Final Report, FY-81 delivered to DAVTE, September 8, 1981



EXPLANATION OF ABBREVIATIONS

BVEP	Bilingual Vocational Education Project
CC	Community College
DAVTE	Department of Adult, Vocational and Technical Education
ECCMC	East Central Curriculum Management Center
ERIC	Educational Resources Information Center
ESL	English as a Second Language
ESL/AE	English as a Second Language/Adult Education
FY	Fiscal Year
HS	High School
IAIRC	Illinois Adult Indochinese Refugee Consortium
ISBE	Illinois State Board of Education
ISU	Illinois State University
LEP	Limited English Proficiency
NEC	Northwest Educational Cooperative
NIU	Northern Illinois University
OBEMLA	Office of Bilingual Education and Minority Language Affairs
SIU	Southern Illinois University
SNC	Special Needs Consultants
U of I	University of Illinois
USOE	United States Office of Education
VESL	Vocational English as a Second Language

THE HISTORY OF THE

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BY

JOHN BURNET

OF THE UNIVERSITY OF OXFORD

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THE HISTORY OF THE

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BY JOHN HALLAM

IN TWO VOLUMES

VOL. II.

CHAP. I.

1485.

THE BATTLE OF BOSWORTH.

THE DEATH OF RICHARD THE THIRD.

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ACCOMPLISHMENTS

Despite an ever-increasing number of limited English proficiency (LEP) persons in Illinois, few vocational programs have adapted their program to meet the special needs of this target population. Moreover, there is a dearth of vocational and support staff with bilingual capabilities or the particular skills and resources to work with LEP students.

To expand the number and quality of services to LEP students, BVEP proposed to:

provide vocational programs with the leadership and resources to assist in the systematic planning of services for LEP students.

To achieve this goal, BVEP provided technical assistance through consultation, inservice training, and dissemination activities. Workshop handouts and other resources were also developed. To insure a coordinated delivery of services to local programs and maximize resources, BVEP established cooperative relations with numerous agencies and projects.

During FY-81, BVEP assisted over 220 agencies, the majority being post-secondary institutions. Though most clients were educational agencies, BVEP also worked with state correctional and mental health centers, community agencies, the Small Business Administration, and several state agencies dealing with migrants, refugees and CETA. In addition to serving programs in Illinois, BVEP assisted agencies in 22 other states as well as in Puerto Rico, Canada, Switzerland and Ecuador. This inter-state cooperation is resulting in the reciprocal sharing of materials, information and resource persons.

To maximize staff time and resources, BVEP worked intensively with 9 LEP program planning sites - Elgin District U.46, Senn High School, Clemente High School, Eisenhower District #218, Rock Valley Community College, Triton Community College, Springfield District #186, Township High School District #214, and Pontiac Correctional Center. In so doing, BVEP was able to help develop programs in districts with high LEP concentrations.

Activities related to these special sites included: 1) conducting population research to determine site selection; 2) providing orientation sessions on program development; 3) consulting on proposal development, program design and materials; 4) coordinating model program visitations; 5) offering library services; and 5) conducting inservice workshops. Particularly successful was an inservice series offered to Elgin vocational staff on strategies for adapting instruction and materials. In order for other local programs to benefit from the experience and work of these special sites, a resource manual highlighting models and strategies for serving LEP students was initiated.

Another unique client group was composed of other LEP training, research and curriculum projects funded by DAVTE. These included projects at: Waubensee Community College, Truman College, Juarez High School, Southern Illinois University, and University of Illinois. Special efforts were made to assist these projects with completion of their objectives through identification of resources, consultation and library services. In return, BVEP was able to call upon staff of these projects as presenters for workshops and resource persons for new programs.



Services were also available upon request to any other program or agency working with LEP persons. BVEP responded to 185 consultation requests of which 30 were conducted in person at the local site or at NEC, 60 were handled through correspondence and 116 were answered by phone. Primary areas of assistance included: program development, funding, materials and testing. This assistance was generally requested by administrative personnel. (See Appendix A - Monthly Activity Reports)

Inservice activities included the preparation and delivery of 15 presentations and 10 workshops - five at the local level, eleven at the regional level and seven at state and national conferences. Most of these inservices were conducted for or coordinated with other sponsoring agencies/projects. Many were of a general nature dealing with BVEP, LEP program models and available resources. Others were highly specialized covering topics such as: vocational ESL, diagnosis and treatment of mentally ill LEP patients, materials development, integrating career education and foreign language instruction classroom strategies, etc. (See Appendix B and C - Workshop and Presentation Reports)

An area of concern to most programs was materials identification and selection. This was reflected in the number of materials consultations requested as well as the circulation figures of the NEC library. Approximately 643 items were borrowed from BVEP's collection; over 4,500 additional materials were circulated from other NEC collections. To maintain an up-to-date collection, BVEP continued the ongoing process of identifying and acquiring relevant resources. (See Appendix D - Library Utilization Report)

Dissemination served as another vehicle for technical assistance. BVEP in cooperation with University of Illinois developed an LEP issue of the Network News and disseminated other LEP related information in subsequent issues. BVEP also distributed over 418 copies of its products including the Administrator's Handbook, the bibliography of bilingual career/vocational materials, the needs study and the demographic report.

To insure a complementary delivery of services, provide for program visibility and facilitate technical assistance, BVEP developed lines of communication and cooperation with other projects and agencies. BVEP participated in countless meetings with NEC projects, DAVIE, LEP project directors, Illinois Employment and Training Council committees, career guidance centers, etc. Internal coordination resulted in reciprocal use of library collections, mutual help with technical assistance, cooperative use of consultants for workshops, and shared support services. External coordination resulted in similar cooperation although BVEP benefited to a lesser degree. Particularly helpful was the coordination among LEP projects. To assist with inter project coordination, BVEP arranged for the centralized field-testing of locally produced materials.

Following is a detailed account of the activities completed by objective and of the problems or concerns encountered in the delivery of the proposed services and products.



ACTIVITIES AND CONCERNS

Objective 1: Technical Assistance to Special Projects

TO PROVIDE TECHNICAL ASSISTANCE TO BILINGUAL VOCATIONAL SPECIAL PROJECT SITES IN THE DEVELOPMENT AND IMPLEMENTATION OF SPECIAL SERVICES TO LEP STUDENTS.

In response to DAVTE, BVEP proposed to concentrate its technical assistance for FY-81 by working primarily with 10-15 LEP special projects to be funded by DAVTE. Because the identification and approval of the special sites was postponed until February, many activities related to these sites were delayed or curtailed. In the interim, BVEP responded to requests for technical assistance and training, provided library services and conducted dissemination functions.

Following is a listing of activities completed:

A. To Special LEP Sites

1. Met with ISBE/DAVTE Managers to discuss criteria and selection of LEP sites. (October 20, 1980)
2. Reviewed bilingual census, contacted local districts, and obtained program information from state agencies and resource centers, to compile LEP related statistics for 200 institutions. (October-December, 1980)
3. Prepared documentation and facilitated meeting of LEP Advisory Council to select 12 special LEP sites. (December 11, 1980)
4. Prepared and conducted orientation workshop for prospective sites. (January 30, 1981) See Appendix B
5. Assisted local programs in proposal development and reviewed final proposals for funding.
6. Coordinated and facilitated program visits to Juarez and Bowen high schools. (May 11, 1981)
7. Provided ongoing consultative assistance (45) and library services.
8. Prepared and conducted workshops. (See Appendix B for summaries)
 - . For Elgin District U.46, vocational staff - "Adapting Instruction and Materials for LEP Students." An intensive training series covering language learning, instructional and programmatic strategies for the LEP and materials adaptation. (February 24, March 3 and 10, 1981)
 - . For LEP Special Sites - "Bilingual Vocational Materials Development Workshop." Content covered materials development process, resource identification, materials evaluation and pilot-testing. (May 21, 1981)

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B. To DAVIE Funded LEP Projects

1. Met with Truman, Waubensee and Juarez Project Directors to assess their needs and schedule support services. (August 5, 1980)
2. Responded to consultative request (3) from Truman project staff, dealing with: materials and language services evaluation.
3. Assisted Juarez project staff in the editing of their project manual as well as in the identification of materials and other resources. Library services also provided.
4. Provided ongoing consultative assistance (12) to staff members of University of Illinois' four LEP Projects in the review of research instruments, the identification of resource people and related programs, and the facilitation of procedures. Participated in project's advisory council. Assisted in the coordination and delivery of LEP conference.
5. Assisted Waubensee project staff through response to consultative requests (4), library services, and a program visit conducted on December 15, 1980.
6. Met with SIU's curriculum development staff to provide technical assistance regarding VESL curriculum on September 22, 1980 and November 24, 1980.
7. Prepared and conducted two workshops for LEP project staff. (See Appendix B for summaries)

"Bilingual Vocational Materials Development" -- content covered process for materials development or adaptation, review of sample resources and formats, and discussion of copyright problems, (September 29, 1980)

"Vocational ESL at the High School Level" -- content covered the distinction between pre-vocational and vocational ESL, the development of VESL activities and materials and a survey of available resources. (October 2, 1980)

8. Organized a follow-up meeting to materials workshop to allow projects staff to review products and exchange information and resources. (December 11, 1980)

C. To General Programs

1. Provided a total of 185 consultations of which 116 were offered by phone, 60 through correspondence, and 30 in person onsite or at NEC. Primary areas of assistance included: program development, funding, materials and testing. Intensive consultative assistance requiring meetings, resources development and/or research were provided to:

. Manteno Mental Health Center

. Illinois Department of Commerce and Community Affairs



- . Elgin Community College - Bilingual Access Program
- . Michigan Department of Education - Vocational Technical Education Services
- . William Dawson Skill Center

(See Appendix A - Monthly Activity Reports)

2. Served on DAVTE's evaluation team for the Moline School District. (October 21,23, 1980)
3. Prepared and conducted 10 presentations: (See Appendix B for summaries)
 - . For Illinois Adult Indochinese Refugee Consortium Administrators Meeting. Content covered BVEP services, LEP projects overview, funding--state and federal, and national activities in bilingual vocational education. (September 30, 1980)
 - . For the Small Business Administrations's "Pre-Business Seminar." Introduced need for Latinos in business, programs doing training and resources available from BVEP. (October 7, 1980)
 - . For ISU Materials Dissemination Workshops. Covered models and services to LEP and use of administrator's handbook and bibliography. (October 14, and February 11, 1981) Resources disseminated at 2 additional Dissemination Workshops.
 - . For Statewide Conference for Increasing the Participation of Minorities in Vocational Education. Content covered LEP identification and assessment, VESL, training models and strategies, and resources available. (November 14, 1980)
 - . For ISBE's Bilingual Conference--"Preparing Students for the World of Work." Content covered LEP needs; introduction to vocational education, career education and VESL; coordination between bilingual and vocational teachers; and available resources. (December 12, 1980)
 - . For Chicago Sub-Regional Meetings. Covered BVEP, its services and resources available for teaching LEP students. (February 3, 4, 1981)
 - . For ECCMC liason representatives. Covered orientation to NEC projects, BVEP and overview of bilingual vocational resources. (February 24, 1981)
 - . For IVA Convention--"Models to Serve LEP Students." Covered program models, projects, curriculum and technical assistance available. (February 27, 1981)
 - . For Kane County Education Institute--"Strategies and Resources for Serving the Limited English Speaking Student." Covered BVEP, bilingual vocational education, adaptation strategies, resource materials and agencies. (March 2, 1981)



- . For Midwest Regional TESOL Conference--"Current Illinois Projects Concerned with LEP Students in Vocational Education." Covered overview of BVEP and its services, program models and resources for teaching LEP students. (April 4, 1981)

An additional presentation was prepared but not conducted due to cancellation by sponsor. For Unit 5 and Bi-County Teacher's Institute--"Vocational Education for ESL and Bilingual Students." (Scheduled for October 24, 1981)

4. Displayed materials and answered questions regarding LEP and BVEP at S.N.O.O.P. Conference held at Rock Valley College. (April 8, 1981)
5. Prepared and conducted six workshops. (See Appendix B for summaries)
 - . In cooperation with the Career Guidance Center-Region 7: "Non English Speaking People Among Us"--designed for vocational educators and business people. Content covered identification of LEP, cultural perspectives in education and employment, problems and solutions to training, counseling and employment practices. (December 17, 1980)
 - . In cooperation with Region 9 Career Guidance Center--"Employment Concerns of Non or Limited English Speaking Persons." Workshop covered the LEP and their needs; approaches to career counseling and skill training and resources available. (March 12, 1981)
 - . For Manteno Mental Health Center--"Working with Limited English Speaking Persons." Workshop covered language issues in diagnosis and treatment, cultural perceptions and adaptation, cross-cultural communication, linkage resources and strategies, and long range planning. (April 9, 1981)
 - . For Spring LEP Conference--"Resources for Administrators: What, who, where?" Workshop session helped participants identify strategies and resources for program development and inservice training. (April 30, 1981)
 - . For National College of Education-ESL Program: "Bilingual Career/Vocational Education." Presentation covered program models and resources for bilingual career and bilingual vocational education for LEP students. (June 24, 1981)
 - . For Northeastern Illinois University--"Career Education and Foreign Language Instruction." Workshop provided an overview to career, vocational and bilingual vocational education; and demonstrated activities and resources for integrating career education and foreign language teaching. (July 1, 1981)
6. Disseminated information regarding workshops, materials, programs and instructional strategies as workshop follow-up and as response



to requests. Disseminated the following BVEP products:

BVEP Bibliography	92 copies
Handbook for Administrators	313 "
Needs Survey	9 "
Demographic Survey	4 "

7. Continued the ongoing process of identifying and previewing materials for possible purchase. Activities included review of catalogues, attendance at conferences/meetings, program visits, and communication with vocational and bilingual clearinghouses.

A total of 20 materials were purchased, an additional 55 were obtained through donations. (See Appendix G - Resource Listing)

8. Provided library services including materials consultations, loans and referrals. A total of 643 materials were borrowed from BVEP's collection; additional loans were made from NEC's other collections, particularly the ESL collection. (See Appendix D - Library Utilization Report)

Concerns:

The scope of BVEP's activities were greatly altered with the delay of funding of the special sites. Additional concerns regarding BVEP director's role impeded initiation of an alternate action plan. Consequently, BVEP was limited to responding to requests and assisting other agencies and projects with completion of their goals. Formal follow up, particularly requests for specialized inservices were postponed. In many instances, BVEP participated in inservice activities which were not directed specifically for LEP needs resulting in low attendance.



Objective 2: Resource Manual

TO COMPILE A RESOURCE MANUAL HIGHLIGHTING PROGRAM MODELS, IMPLEMENTATION STRATEGIES AND INSTRUCTIONAL TECHNIQUES DEVELOPED BY BVEP AND THE SPECIAL LEP PROJECTS.

Since the special sites to be studied for this manual were not operational until February-March, their main task was limited to initiating the planning of services for LEP students. Most sites concentrated on needs assessment or curriculum development. Consequently the timing and scope of the resource manual were modified. The resource manual would be broken down into three multi-media packets - one dealing with program planning, one providing inservice strategies and one outlining materials adaptation/development. The development of these 3 resources were to be continued through FY-82.

The following activities were completed:

1. Developed an outline for the Program Development Manual.
2. Wrote draft of script for slide-cassette program to accompany module.
3. Identified model programs to be highlighted in manual.
4. Contacted resource persons to request input and arranged for evaluation of modules.
5. Clearinghouses and resource agencies were contacted for materials identification.

Concerns:

The degree of program development and implementation varied greatly from site to site. Moreover, many delayed their activities until the summer when school personnel would have the time to commit to new responsibilities. Consequently, the original intent of the manual had to be modified. Although their experience will be documented, the modules to be developed will also incorporate recommendations from BVEP and other projects.



Objective 3: Coordination

TO COORDINATE THE ACTIVITIES OF THE BILINGUAL VOCATIONAL EDUCATION PROJECT WITH THOSE OF OTHER STATE-FUNDED PROJECTS AND DEPARTMENT OF THE ILLINOIS STATE BOARD OF EDUCATION (ISBE) THAT ARE CONCERNED WITH THE EDUCATION OF THE LIMITED ENGLISH PROFICIENCY POPULATION.

Through meetings, correspondence, newsletters and other channels, BVEP developed lines of communication and cooperation with other projects and agencies.

Coordination activities included:

1. BVEP met with NEC project directors to facilitate intra-agency coordination. (13 meetings) Topics discussed included personnel policies, library services, inter-project referral consultation requests and dissemination of information.

Staff also attended 10 Administrative Assistance Meetings to coordinate support services.

2. Coordination between BVEP and the ESL/AE Service Center and the Indochinese Refugee Consortium included:
 - Regular informal meetings.
 - Response and referral of consultative requests.
 - Presentations and participation by BVEP in Consortium meetings and workshops.
 - Presentations by ESL and Indochinese projects staff at BVEP workshops.
 - Joint library loan policies and services.
 - Dissemination of BVEP workshops to other projects and of Indochinese and ESL inservices to vocational programs.
3. To facilitate coordination with DAVTE, BVEP participated in the following activities:
 - Met with DAVTE Special Needs Consultants (3 meetings).
 - Assisted with the revision of Bulletin 40.
 - Attended meetings with DAVTE staff (9 meetings).
 - Prepared documentation regarding LEP services for MERC Report.
 - Disseminated BVEP brochures through sub-regional meetings.
 - Responded to consultative requests referred by DAVTE or Special Needs Consultants (ongoing).
 - Participated in meetings of the LEP Project Directors (3 meetings).



- Coordinated joint IVA presentation by LEP project and assisted in the planning and delivery of LEP conference.
 - Initiated the coordination of the field-testing of LEP project-developed materials by contacting developers, printers, graphic artist and potential users.
4. To assist other projects and agencies, BVEP:
- Coordinated the LEP issue of Network News (September), and submitted articles and information on LEP for subsequent issues.
 - Participated in 5 meetings of the Illinois Employment and Training Council's committees on Hispanic and LEP concerns.
 - Participated in Directors' meeting of the Career Guidance Centers as well as prepared two joint workshops. Other resources and information have been exchanged too.
 - Provided materials for the ECCMC collection and made referrals for library services.
 - ECCMC director presented at BVEP workshops and BVEP staff did a presentation for state liason representatives of the ECCMC.
 - Responded to consultative requests referred by ISBE-Bilingual Department and conducted workshop presentations at ISBE-sponsored bilingual conferences.

Concerns:

As part of its coordination strategies, BVEP proposed to disseminate articles and information through existing NEC project newsletters. Since the BESC Newsletter has been discontinued and the ESL Vessel revised in nature, BVEP can no longer use these vehicles for dissemination. There seems to be a need for a specialized newsletter geared to school and agency personnel working with LEP persons.

Another concern arouse because not all of the LEP projects funded by DAVTE have the same contract administrator. There had been limited communication with some projects-namely with ISU's LEP project. This separateness caused misunderstanding which took some negotiating of roles.

Although BVEP was able to provide services during coordination activities, the project did not seem to benefit to the same extent by these activities which were very time consuming. BVEP needs to find avenues to expand its limited staff's capabilities through cooperation from other projects.

THE HISTORY OF THE
CITY OF BOSTON

FROM THE FIRST SETTLEMENT
TO THE PRESENT TIME

BY
JOHN HUTCHINGS

IN TWO VOLUMES.
VOL. I.

BOSTON:
PUBLISHED BY
JOHN HUTCHINGS

AT THE
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JOHN HUTCHINGS

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1796

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STAFF DEVELOPMENT

Attended the following workshops/meetings to acquired new knowledge, develop skills, identify resource persons and materials, and disseminate information about BVEP.

Director attended:

Workshop on Vocational Reauthorization - presentation of issue papers and discussion of recommended changes. (Chicago, IL, September 30, 1980)

Asian Education Conference - presentations on learning styles and cultural traits of Asian children. (Palatine, IL, March 19, 1981)

Midwest Regional TESOL Conference - presentations on vocational ESL, language testings, and culture. (Urbana, IL, April 3-4, 1981)

National Association for Bilingual Education Conference - presentations on bilingual career and bilingual vocational education, special education and the LEP, program evaluation, and materials. (Boston, MA, May 26-29 1981)

Support Staff attended:

Spring LEP Conferernce - presentation on adaptation of vocational education materials. (Joliet, IL, April 30, 1981)



EXPENDITURE OF FUNDS

Following is a narrative explanation of budgetary modifications made on the originally approved budget. It should be noted that all variances involved line item changes and did not affect the total negotiated budget amount.

- 1) To accommodate a one month no cost extension, increases were made in salaries, staff travel and supplies.
- 2) Due to change in personnel, fringe benefit expenses decreased freeing money for other categories.
- 3) Because the resource manual was not completed and the special sites selection delayed, anticipated expenses in postage and duplication were minimized.



EVALUATION

The evaluation of BVEP for FY-81 was accomplished through the ongoing process of documentation and input from BVEP clients and cooperating agencies. The evaluation focused on three areas:

- 1) Impact - indicated by monitoring the number and type of services requested and the degree of coordination established.
- 2) Efficiency - determined by the timely completion of activities and the number of services provided.
- 3) Effectiveness - indicated by clients evaluation of the quality and appropriateness of services rendered.

The degree of impact and efficiency are described in the Accomplishments, Activities and Concerns, and Statement of Impact Sections. Further evidence can be found in the documentation contained in the appendices, including:

- 1) Monthly Activity Reports
- 2) Workshop Reports
- 3) Presentation Reports
- 4) Library Utilization Report

To ascertain its effectiveness, BVEP disseminated evaluation questionnaires to its clients. A discussion of the findings is presented here by objectives.

Objective 1: Technical Assistance

A. Special Project Sites:

Six of the nine projects returned the evaluation questionnaire. Their responses rated all services offered as worthwhile to very useful. Most helpful appeared to be the consultative assistance provided during proposal development and program implementation. Least helpful were the group visits to Juarez and Bowen high schools. However, independent visitations to Waubensee College and Truman College by individual staff members proved very useful. It should also be noted that only two projects participated in the group visitations - Senn and Clemente. Most gave time constraints as the reason for non-participation.

Although all respondents said BVEP staff was available, knowledgeable and helpful, the degree to which a project availed itself of BVEP services varied greatly. Interestingly, those projects with whom BVEP had less contact tended to make fewer program changes or new materials.

The effect BVEP services had appears to be an increased awareness of resources and approaches, and improved communication between bilingual and vocational staff, and among LEP serving programs.

Suggestions for improvement of services coincided with areas for future assistance. Both requested additional staff development, particularly for teachers and



other non-bilingual personnel. The need for bilingual materials and assistance with materials development was also mentioned frequently. (See Evaluation of Services questionnaire summary.)

B.. General Programs

In addition to the nine special sites, BVEP serviced nine LEP projects and over 220 agencies. Because of the number of consultations provided (185), evaluations were only conducted for those involving more than one day's work. Three of five agencies who received intensive or ongoing technical assistance responded to our evaluative questionnaire. These respondents rated BVEP staff very knowledgeable, helpful and willing to provide assistance when needed. The quality and satisfaction with services is also reflected in the number of requests from these agencies/projects.

The primary recommendation made for improving services was to increase the project's staff so more time can be spent with local programs and more types of agencies can be provided assistance such as - universities, mental health centers, CETA providers, etc.

Presentations and inservice workshops provided another vehicle for technical assistance. Each workshop was evaluated by participants. (Evaluation Summaries are available in Appendix B.) Overall ratings of workshops averaged 4.29 on a scale of 1-5, with 5 equaling Excellent or Very Useful. The workshops with the three highest ratings had very different content, but each was geared to a special target group e.g. Elgin vocational teachers, special LEP sites, ESL teachers. Workshops with the lowest ratings were those in which the audience was very heterogeneous and different from that anticipated. The participants in all of the workshops seemed to value highly the resources introduced by staff and other consultants. Each workshop generated additional requests for assistance many of which have had to go unanswered.

Objective 2: Resource Manual

Due to revision of this objective, no evaluation was conducted. However, arrangements were made to secure external evaluation for each of the three multi-media modules to be produced in FY-82.

Objective 3: Coordination

Coordination with LEP projects and other service providers was again stressed. Results of these efforts are reflected in the number of activities - workshops, consultations, newsletters, committees - planned and delivered by BVEP and other programs/agencies. The value of this collaboration is noted in the evaluation of coordination questionnaires. Assistance was considered "extremely helpful". By sharing resources local programs avoided "reinventing the wheel" and had access to resources not otherwise available. Unfortunately, limitations of staff time and temporary misunderstanding of roles hindered the collaborative process. The only suggestion made for improving cooperation was to have "additional staff time". More meetings, resource sharing and technical assistance were requested. (See summary of Evaluation of Coordination)



STATEMENT OF IMPACT

BVEP provided technical assistance to 9 special LEP sites in the development and implementation of services to LEP students. This assistance was offered through workshops, program visits, library services and response to consultative requests. A majority reported that they had improved their capacity to deliver services. Evidence of this can be seen in:

- 1) the development of materials by Senn High School, Clemente High School, and Elgin District U.46
- 2) the courses for LEP offered during the summer at Lawrence Adult Center and Elgin District U.46
- 3) the new course/classes planned for Fall at Senn High School, Elgin District U.46, Triton College and Pontiac Correctional Center
- 4) the purchase of bilingual career and bilingual vocational resources by most projects
- 5) the intensive teacher training conducted for Elgin District U.46

BVEP also provided technical assistance and resources to the staff of five DAVTE-funded, LEP projects and over 220 other institutions/agencies. Information and resources were disseminated through telephone, correspondence, onsite visits and workshop presentations. Among the individuals served were: vocational and ESL/bilingual educators, counselors, personnel of state agencies, community institutions. In addition to personnel in Illinois, BVEP served persons in 22 other states and three countries. It is expected that this has resulted in an increase in the number of staff knowledgeable about the LEP, funding and appropriate service models, as evidenced in the increase of districts approved and claiming LEP, the number and nature of vocational services offered to LEP students, and the number of bilingual materials/resources available.

Through the coordination with DAVTE, NEC projects Special Needs Consultants, Career Guidance Centers and other LEP projects, BVEP was able to help insure a complementary delivery of services, avoid duplication of efforts and maximize limited resources. To foster this coordination, BVEP attended meetings, co-sponsored workshops and assisted in dissemination efforts. Collaborative activities were perceived as effective as indicated in evaluation questionnaires, review of cooperative activities and project visibility and accessibility to a wide range of programs. In addition to the immediate benefit to a particular activity, this collaboration has helped broaden the base of support for local programs, alleviating some of the workload for BVEP.

BVEP maintained and served as a central depository of bilingual vocational materials and resource information and persons. Dissemination took place through library services, presentations, materials displays and mailing of bibliographic information. The coordination and centralization of available resources increased the utilization of materials as evidenced by the number of materials borrowed, the number of resources added to the collection (particularly through donation) and the initiation of a field-testing mechanism for locally produced resources.



Ultimately, BVEP expects that these outcomes will be reflected in the increased quality and quantity of services to the LEP population in Illinois and elsewhere.



CONCLUSIONS AND RECOMMENDATIONS

Conclusions:

1. BVEP represents a unique and valuable resource. It serves a large and diversified clientele through a variety of activities. Requests for assistance range from simple information or materials inquiries to intensive or ongoing consultation and inservice-training. The amount of technical assistance requested is increasing as is the variety of agency types e.g. educational, correctional, mental health, CETA, etc. Although most initial requests are handled, many lack follow up and personalized attention due to staff limitations.
2. Evaluations indicate a high level of satisfaction with the service provided by BVEP. Most programs would like to be able to see BVEP increase in staff to accommodate additional needs. Services that were considered particularly helpful were specialized workshops and intensive consultation on program development. Library services was another BVEP function heavily used reflecting the common need for bilingual vocational materials.
3. Although establishing coordination with other projects was very time consuming, the results were very positive. BVEP was able to expand its capabilities by relying on the expertise of consultants in other projects. Similarly, BVEP was able to contribute vocal information and resources to other projects. Reciprocal use of resources and consultants, cooperation with inservice training and coordination of field-testing were facilitated. Continual communication and clarification of roles contributed to the coordination established. Having various LEP related projects housed in one location facilitated this process and made it convenient for users.

Recommendations:

1. In order to accomodate the ever increasing demand for services, considerations should be given to augmenting technical assistance for LEP serving programs. This could be done by adding staff to BVEP, arranging for externs, and inservicing existing DAVTE consultants. Since requests are generated from diverse client groups, DAVTE should seek to coordinate additional monetary commitment from other state agencies responsible for education and training in Illinois.
2. Because of the success of specialized services, these should be the focus of inservice training and consultation. General assistance could be handled via LEP newsletter and integrated into inservice presentations geared for vocational staff and support services personnel. Workshops should be offered on materials development/adaptation and curriculum projects of a state-wide nature should be funded.
3. Efforts to continue communication between LEP projects, among service providers and among state agencies should be fostered. Duplication of project activities should be avoided through clarification of roles and funding. All LEP projects funded by DAVTE should be coordinated by one administrator to insure communication. Similarly, centralization of LEP resources should be maintained so that communication with local programs is facilitated.



APPENDIX A
MONTHLY ACTIVITY REPORTS



August, 1980
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Truman College, McDougald	8/1,15	1	1	3	3,4
Small Business Administration, Alfonso	8/1,4,15	1	1	8	3,4
Fitchburg State College, MA, Hurwitz	8/4,6,7	1	7	3	3,4
DeKalb Community College, Mundy	8/5	8	4	2	4
National Governor's Association	8/5,8	2	4	8	3,4
Z. Oppenheimer	8/5,7,18	2	2,7,material development	1	3,4
ISBE-DAVTE-LEP Projects Advisory Council	8/5	5	1,2	6,7	5, Juarez High School
Random House, NY	8/6	1	4,7	5	3
Bureau of Occupational & Adult Education, USOE, DC, Johnson	8/6,7	1	1	8	3
ISBE, DAVTE, Full	8/6	1	1	6	3
National Dissemination and Assessment Center, CA	8/6	2	7, resource people	8	3
InterAmerica, Troike	8/7	1	1	3	3
Senn High School, Santelli	8/7	2	2	7	3
Spanish Speaking Peoples Study Commission, Navarro	8/7,8,11	1	1	3	3
Benito Juarez High School,Rodriguez	8/7,8	1	1	7	3

- | | | | |
|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |
| 9. other | | 8. other | |



August, 1980

(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Truman College, McDouglass	8/8,11	1	1	3	3
Special Needs Consultants	8/11,12	5	1	6	5, Springfield
U.S. Department of Education, DC, Fowlkes	8/12	1	7, resource list	8, federal	3
Career Guidance Center Directors, Reg. 11 N.J.	8/13	5	1	6	5, Urbana
New Jersey Department of Education, Grese	8/13,18	1	7, resource list	6	3,4
ISBE, AE, Escobar	8/13,14	1	4	6	3
NEC	8/14	5	1	8, project directors	1
G. Garcia	8/14	1	1	3	3
Litton Educational Systems	8/15	1	4,7	5	3
Northwest Career Guidance Center, Pilotte	8/19,20	1	1, inservice	6	3
Benito Juarez High School, Rodriguez & Ortiz	8/21	2	7, manual	7	1
NEC	8/21,28	5	1	8, personnel committee	1
ISBE, DAVTE, Full	8/21	1	1,4	6	3
ISU-Dissemination Center, Tipsord	8/22,26	1	1, inservice	6	3
Michigan Department of Education, Ortiz	8/22	2	2,4	6	3
Joliet High School	8/22	2	2,3,4	1	1

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bilingual teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEF project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other

BVEP-12/81



August, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
ISBE, DAVTE, Full	8/25	1	1	6	3
Jackson County Cooperative Extension, Threw	8/25, 26	2	4, 7	3	3
SNC, Skinner	8/26	1	1, meeting	6	3
Western Kentucky University, Adams Ky	8/26	2	1, 4	3	3
ISBE, DAVTE, Boyd	8/26	1	1, 7	6	3
NADC/Lesley College, MA	8/26	1	7	8	4
New Jersey Department of Education, Grese NJ	8/26	8	4	3	4
Traveler's Aide Society, Merilatt	8/26, 27	1	4	8	3, 4
ISBE, DAVTE, Boyd	8/26, 27	1	1, 4	6	3, 4
Micro Book Manufacturing	8/27	1	7, price request	5	3
Lincoln High School Annex	8/28	1	4, request	1	4
L. M. Valles	8/28	2	7	8	4
W.O.R.L.D. Program, CA	8/28	2	2, 3, 4	8	4
AIMS	8/28	1	4, 7	5	3
ISBE, DAVTE, Boyd	8/29	8	7, FY80 final report	6	4

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



September, 1980
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
ISU, Batsche	9/2	1	1, workshop	6	3
Hull House Employment, Arron	9/2	2	2,7, funding	8	3
G. García	9/2	1	7, newsletter	8	3
Truman Bilingual Vocational Center, Stephens	9/2, 4, 25, 26, 29	1	1, needs assess. workshop	7	3
ISU, Tipsord	9/2, 5, 9	1	1, workshops	6	3
ECCMC, Douglass	9/2, 5, 19, 22	1	1, workshop	6	3
U of I, Day	9/2, 18	1	1, newsletter	7	3
Waubonsee Community College, Kelly	9/2, 4, 19, 25	1	1, needs assess. workshop, 4	7	3, 4
OBENLA, DC, Naber	9/2, 4, 19, 26	1	7, requesting information	8	3
Benito Juarez High School, Rodriguez	9/3, 5, 24, 26	1	7, workshop	7	3
Litton Educational Systems	9/4	1	7	5	3
Network News-ISU, Batsche	9/4	1	7, newsletter articles	6	4
U of I Advisory Council	9/4	5	1	7	5, Urbana
Waubonsee Community College, Menges	9/5, 22	7	4	1, 2, 7	3
ISU, Batsche	9/5, 11	1	7, newsletter mail list	6	3, 4

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bil/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEP project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



September, 1980

(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Gage Park High School, El-Dabbs	9/8	8	4	1	3
Truman College, McDougald & Navarro	9/8	5	1,6	3,8	2
Truman Bilingual Vocational Center	9/8	2	5	7	2
U of I, Callejas	9/9	2	6	7	3
ISBE, DAVTE, Full	9/9	2	5, MERC information	6	4
SNC, Roach	9/9	2	7, Bulletin 40	6	3
Truman Bilingual Vocational Center, Stephens	9/9	8	7, flyer-work-shop	7	3
Language Skills Center, Margaris	9/10	8	4	1	4
U of I, Day, Callejas, Cordova	9/10,11	2	5,6,7	7	3,4
Benito Juarez High School, Rodriguez	9/10	1	1, workshop	7	3
SNC, Brunner	9/10,19	1	1	6	3
ISBE, DAVTE, Escobar	9/11	1	7, requesting information	6	3
U of I-Circle, Valadez	9/11	1	7, requesting information	8	3
ISBE, DAVTE, Boyd	9/11	1	7, bibliography reproduction	6	3
C. Padilla	9/11	1	7, AVTE Advisory Council	8	3

- | | | | |
|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |
| 9. other | | 8. other | |



September, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Northwestern University, de Tomaso	9/11	1	7, AVTE Advisory Council	8	3
LEP Project Directors (11)	9/11	8	7, workshops	7	4
U of I-Urbana, Cordova	9/11	2	5,7	7	4
New Jersey Department of Education, Grese NJ	9/11	8	4,7	8	4
Florida State University, Marangos FL	9/11	2	5,7, resources	8, research assistant	4
ISBE, DAVTE, Klit	9/11,12	1	7, brochures	6	3,4
ISU-Bilingual Vocational Project, Kang	9/15,25	1	7, workshop information	7	3
Truman College, McDougald	9/15	1	1	3	3
Special Needs Consultants	9/15,16	5	1,3,4	6	5, Springfield
ISBE, DAVTE-Consultant	9/16	5	1	6	2
NEC	9/17	5	1	7, Administrative Assistants	1
SIU, Boss	9/17,18	1	1, handbook	3	3
SIU, Shin	9/17	1	4	7	3
Elgin School District U-46, Lochary	9/23,24	1	1, meeting	7	3
National Council de la Raza, Vertig	9/18	1	7, AVTE Advisory Council	8	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bil/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEP project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



October, 1980

(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Chicago Public Schools	10/2	3	3,4	1,2,3,7	5, Juarez High School
Elgin High School-U-46	10/3	2	2,4,7, staff development	2,3,7	2
ISBE, DAVTE, Full	10/3	1	7, MERC materials	6	4
Truman Bilingual Vocational Center, Stephens	10/3,6	2	1,4,5	7	3
Illinois Center for Educational Improvement, Bellanca	10/6	2	7, parental training	3	1
Mundelein High School, Clark	10/6,10	2	4,7, resource persons	4	3,4
U of I, Gonzalez	10/6,7	2	5,7, LEP districts	7	3
Friton Career Guidance Center	10/6	2	7, staff development	6	1
Small Business Administration	10/7	3	7	8, community	5, Truman College
ISBE, Bilingual Department, Guerra	10/7	1	7, requesting information	6	3
SNC, Tosh	10/7,8,15	1	1,7, meeting	6	3
U of I, Day	10/7,8	1	1, inservice	7	3
Bureau of Language Arts, Ordong	10/7	8	4	3	4
NEC	10/8	5	1	8, project directors	1

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library activ.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/illustrators
6. state personnel
7. special LEP project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



October, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Western Kentucky University, Adams	10/8	1	1, legislation	3	3
USOE, Johnson	10/8	1	7	8	3
Elgin High School-U-46, Renwick	10/8, 14	2	4	7	3, 4
U.S. Education Department, Dodrill	10/8	1	7	8	3
Workshop Participants (5)	10/9	8	3, 4	1, 2, 8	4
Senn High School, Parker	10/9	8	4	7	4
National Dissemination & Assessment Center, Baca	10/10	8	7, resource persons, newsletter	8	4
Eastern Michigan University	10/10	1	7, teacher training	8	3
Triton Career Guidance Center, Bosi	10/10, 23, 28	1	1, workshop	6	3
ISU-Materials Dissemination	10/14	3	4, 7, special needs	2, 3	5, DeKalb
U of I, Day	10/16, 22	1	1, workshop	7	3
Truman College, Kemf	10/17	1	7, advisory council	7	3
M. Marangas, FL	10/17	2	5, 7, inservice	8	3
ISBE, DAVTE, Merano	10/17	1	7, enrollment data	6	3
Elgin High School-U-46, Lochary	10/17	8	4	7, Voc. Ed. Coordinator	4

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEF project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



October, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Department of Health & Human Services, Region V, Sauceda	10/17	2	6,7, resource persons	8	4
Triton Career Guidance Center, Helberg	10/17	1	7, advisory council	6	4
First Industrial Rehabilitation Service, Olken	10/17, 20	2	5,4,7, resource persons	8	3,4
Massachusetts Department of Education, Dinga	10/17, 21, 29	2	4,7, staff development	6	3,4
ESL/AE Conference	10/18	6	3,4	8, BVEP staff	5, Arlington Park Hilton
Special Needs Consultants	10/20	5	1	6	5, Springfield
DAVTE Managers	10/20	5	7, site selections	6	5, Springfield
ISU, Tipsord	10/20, 27	1,8	1,4	6	3,4
SIU, Shin	10/20	8	4	7	4
Chicago Board of Education, Romero	10/21	8	4	6	4
DAVTE Evaluation-Moline District	10/21-23	4	5	1,4	5, Moline
Workshop Participants (8)	10/21	8	4	8	4
Chicago Board of Education, Shanyfelt	10/22, 31	1	1, meeting	3	3
Waubonsee Community College	10/30	7	4, film	7	4
Illinois Migrant Council, Woodruff	10/27	2	2,4, curriculum	3	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEF project personnel
8. other

1. NEG
2. on-site
3. phone
4. correspondence
5. other



October, 1980

(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Chinese American Service League, Inc.	10/23	8	7, brochure	3	4
ISBE, Bilingual Department, Llano	10/27	2	2	6	3
SIU, Boss	10/27	1	1, handbook	3	3
ISBE, DAVTE, Boyd	10/27	1	1, meetings	6	3
DuPage Career Education Center	10/27	2	4,7, workshop	6	3
Kaneland Community Schools, District 302, Sutton	10/27, 30	1	1, workshop	3	3
Vocational Tech. Ed. Services MI Michigan Department of Education, Ortiz	10/27	2	2,4,7	6	3
Peotone High School, Stacy	10/28, 29	2	4	4	3,4
Daniel Construction Company- Training Service Department, GA	10/29	2	4	8	3
Fitchburg State College MA, Ilurwitz	10/30	1	1	3	3
Waubensee Community College, Menges	10/30	2	4,7, reference	1,2,7	3
The Loop College, Rodriguez	10/30	1	7, handouts	7, diagnostic tutor	4
Career Guidance Centers & Various Administrators (24)	10/30	1	7, upcoming workshop	3,6,7	4
U of I-Urbana, Cordova	10/31	2	2,5	7	1
NEC Stress Workshop	10/31	6	7	8, staff	1

1. contact
2. consultation
3. innervice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/
distributors
6. state personnel
7. special LEP project
personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other

THE HISTORY OF THE

REIGN OF

GEORGE THE THIRD

BY

JOHN GAY

IN FOUR VOLUMES

November, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
S.T.E.P./Workplaces, CT, Pierce	11/3	2	4	1, curriculum developer	4
USOE, Department of Adult Education, DC, Manchak	11/3	1	7, material request	8	4
Gage Park High School, EL-Dobbs	11/3	8	4, bibliography	2	4
CETA, Seasonal Farmworker Program, IN, Robertson	11/3	1	4	8	3
Monmouth County Vocational School, NY, Gaughan	11/4	8	4	4, vocational special needs	4
Truman College, McDougald	11/4	1	7, NORBIC, state advis. council	3	3
National Clearinghouse for Bilingual Education, Schnaur	11/4	2	5	8	3
Triton Career Guidance Center, Bosi	11/4, 24	1, 5	1, workshop	6	1, 3
NEC	11/5	5	1	8, project directors	1
ISBE, DAVTE, Boyd	11/5	1	1, bibliography publication	6	3
Testing & Counseling, Inc., FL, Fitteria	11/5, 6	2	4, 5	8	3, 4
National Center for Research in Vocational Education, Lowry	11/5	2	4	8	3
Curriculum Publications Clearinghouse-Western Illinois University, Miller	11/5, 7	1	1, bibliography publication	8	3
CIES, FL, Messec	11/5	8	4	8	4
Indiana Office of Occupational Development, IN, Barna	11/5	2	4, addresses	8	4

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/est. teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEP project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other

BVEP-12/81



November, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
L.E.S. Adult Vocational Program, AZ, Vier	11/5	2	4,7, teacher training	3	4
Athens High School, Davis	11/6	2	4,7, addresses	8, Spanish Teacher	4
Harlem High School	11/6	8	7	2	4
AMOS, INC., IN, Dietrich	11/6	2	7, career inventories	4	4
Triton Career Guidance Center, Renee	11/6	1	1, workshop	8	3
ISU, Batsche	11/6	1	7, requesting information	6	3
ISBE, DAVTE, Jordan	11/6	1	1, workshop	6	3
Illinois Migrant Council, Woodruff	11/6	1	7, requesting information	3	3
Waubesa Community College, Menges	11/7,17	2	4	7	3
Senn High School	11/7	5	1,4	7	2
Eighteenth Street Development Corporation	11/17	2	2,6,7	8	2
Elgin Community College, Larsen	11/10	2	7, LEP programs	7	3
IAIRC-"Responding to the Needs of Adult Indochinese Refugees"	11/10	5	1,6	3,4,6,8	1
Governor's State University, Kennedy	11/10	1	1, conference	3	3
Truman Indochinese Program, Duong	11/10	1	1, workshop	3	3

- | | | | |
|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESH. teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library activ. | 7. other | 7. special LEP project | |
| 8. dissemination | | 8. personnel | |
| 9. other | | 8. other | |



November, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Truman College, McDougald	11/10	1	1, workshop	3	3
Bilingual Vocational Project- ISU, Kang	11/12	2	7, conference information	7	3
NEC	11/12	5	1	8, Administrative Assistants	1
Chicago Board of Education, Shanyfelt	11/12	5	7, course development	3	1
ERIC	11/12	8	7, reproduction release	8	4
Statewide Conference for Increasing Parti- cipation of Minorities in Voc. Ed.	11/14	3	2, 3, 4	2, 3, 4	5, Chicago Conrad Hilton
Illinois Migrant Council	11/17	1	1	8	3
ISBE, Adult Education, Escobar	11/18	1	7, requesting information	6	3
Northwest Illinois Career Center, Cassani	11/18	1	1, meeting	3	3
Pontiac Correctional Center	11/18	2	2	7	3
Waubensee Community College, Menges	11/18	7	4	7	4
Northwest IL Career Ed. Service Center	11/19	2	2	3	2
ISBE-DAVTE	11/20	5	1, 7	8, research projects	5, Champaign
OBEMLA, DC, Naber	11/21	1	7, requesting information	8	3
Administrators (4)	11/21	8	7, BESC conference	3, 6, 7	4

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|-------------------|---------------------|-------------------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/
distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project
personnel | |
| 8. dissemination | | 8. other | |
| 9. other | | | |



November, 1980

(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Waubensee Community College	11/21	9	7, support letter	7	4
LEP Project Directors (8)	11/21	8	7, upcoming workshop	7	4
Ponce Regional College, PR, Torres	11/21	2	4,7, addresses	8, funding officer	4
LEP Project Directors (8)	11/24	1	7, coordination meeting	7	4
ISBE, Adult Education, Escobar	11/24	2	2,6,7	6	3
Lake County Career Guidance Center, Gudauskas	11/24	1	1, follow-up	6	3
ISU, Pendleton	11/25	1	1, convention	3	3
ISBE, Bilingual Department	11/25	5	7, research	6	
BESC-Indochinese Culture Workshop	11/26	6	6	8, NEC staff	1
Western Kentucky University, Adams	11/26	1	1	3	3
Fitchburg State College, MA, Hurwitz	11/26	1	1	3	3
SNC, Neisendorff	11/26	1	1, Dixon consultation	6	3
U of I, Day	11/26	1	1, IVA	7	3
BVEP Material Requests Replies (15)	11/26	8	7, ordering information	8	4

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|-------------------|---------------------|----------------------------------|-------------------|
| 1. contact | 1. coordination | 1. hll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project personnel | |
| 8. dissemination | | 8. other | |
| 9. other | | | |



December, 1980
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
IAIRC, Reed	12/1	2	2, 5	3	1
BVEP Material Requests Replies (21)	12/1	8	7, ordering information	8	4
IAIRC, Reed	12/1	1	1, workshop	3	4
Triton Career Guidance Center, Bosi	12/1, 2, 12, 16	1	1, workshop	6	3
Curriculum Publications Clearinghouse- Western Illinois University, Miller	12/2	1	4	5	3
Bilingual Vocational Training Project- University of Wisconsin-Stout, Wehrs	12/2, 3	1	7, requesting information	2	3
Truman Indochinese Program, Duong	12/2	1	1, workshop	3	4
IAIRC, London	12/2	1	1, workshop	8, job developer	4
ESL/AE, Terdy	12/2	1	1, workshop	3	4
Illinois Migrant Council, Lopez	12/2	1	1, workshop	8, education & training director	4
U of I, Day	12/3	1	1, meeting	7	3
Senn High School, Lytke	12/3	1	1	7	3
Pima College, AZ, Altamireno	12/3	2	7, staff development	2	2
Waubensee Community College, Menges	12/3	2	4	7	3
United States Bureau of Census	12/4	1	7, LEP statistics	8	3

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEG |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |
| 9. other | | 8. other | |



December, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Bloomington School District, Schuler	12/4	1	7, LEP statistics	3	3
Urbana School District, Fritz	12/4	1	7, LEP statistics	3	3
P. Bethke	12/4, 12	1	1, workshop	1	3, 4
ISBE, McQuigg	12/4, 8, 12, 15	1	1, workshop	8, economic development	3, 4
Bond County, Region 6, Finn	12/5	1	7, LEP statistics	6	3
Elgin School District U-46, Johnston	12/8	1	7, LEP statistics	7	3
Waukegan School District 60, Kamm	12/8	1	7, LEP statistics	3	3
Joliet Township High School District 204, O'Malley	12/8	1	7, LEP statistics	3	3
East Moline School District, Diaz	12/8	1	7, LEP statistics	3	3
ISBE, DAVTE, Washburn Office	12/8	1	7, LEP statistics	3	3
Jewish Vocational Services, Vaghaun	12/8	8	4	8, job developer	4
Illinois Valley Community College, Pitlik	12/8	8	4	8, community education	4
American Vocational Association	12/8, 9	6	2, 3, 4, 7	8, BVEP staff	5, New Orleans
NEC	12/9	5	1	8, administrative assistants	1
Ottawa High School District 140, Johnston	12/9	1	7, LEP statistics	3	3

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|-------------------|---------------------|----------------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project personnel | |
| 8. dissemination | | 8. other | |
| 9. other | | | |



December, 1980

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Kankakee High School District 111, Muhn	12/9	1	7, LEP statistics	3	3
Conference Participants (5)	12/11	8	7, requested information	8	4
Southern California College of Medical & Dental Careers, Barab	12/11	8	4	3	4
ISBE-DAVTE-LEP Projects	12/11	5	1,2,6	6,7	1
IRC Bilingual Conference	12/12	3	2,3,4	1,2,3	5, Chicago Conrad Hilton
Waubensee Community College	12/15	4	1,5	1,2,3,7	2
U of I, Callejas	12/16	2	7, research evaluation	7	3
Language Skills Center, Margaris	12/16	1	1, evaluation meeting	8	3
Waubensee Community College, Menges	12/16	2	7, testing	7	3
Alternative Schools Network, Vaughan	12/16, 17, 18, 30	2,8	2,7, funding	3	3,4
Chicago Public Schools, Department of Curriculum, Woods	12/17	1	7, ordering information	3	3
Waubensee Community College, Kelly	12/17	1	7, testing evaluation	7	4
Truman Bilingual Vocational Center, Maschwitz	12/17	1	7, new project information	7	4
SFU-STC, Canfield	12/17	1	7, new project information	3	4
"Non English Speaking People Among Us"	12/17	3	2,3,4,7	1,2,3,4,8	5, Triton

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEP project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other



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(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Triton College, Kuhn	12/17, 18	2	7, funding	7	3
Illinois Migrant Council, Woodruff	12/18	2	7, research people	3	3
Elgin School District U-46	12/18	5		7	2
OBEMLA, DC, Nabers	12/18	1	7, requesting information	8	3
Triton Career Guidance Center, Helberg	12/18	1	1, workshop	6	3
ISBE, DAVTE, Boyd	12/18	1	1, meeting	6	3
Vocational ESL Staff Development Project, CA, Hemphill	12/18	8	4	3	4
NEC, Chase	12/18	1	1, project reference guide	3	4
Human Resources Management, Inc., DC	12/19	9, subscription	4	5	4
ECCMC	12/19	1	7, questionnaire	6	4
Chicago Board of Education, Shanyfelt	12/19	1	1, course	6	3
ISU, Tipsord	12/23	1	1, workshop	6	3
SIU, Carbondale, Canfield	12/24	1	1, VESL material	7	3
Governor's State University, LaBrot	12/31	1	7, requesting information	3	3
National College, Samuelson	12/31	1	7, requesting information	3	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bill/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publicists/distributors
6. state personnel
7. special LEF project personnel
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other

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SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
East Central Curriculum Management Center - Moore	1/5,8,16, 27	1	1, meeting	6	3
ISBE, DAVTE - Boyd	1/5,6	1	1, meeting	6	3
Jones College, FL - Marguis	1/5	8	4	3	4
LSalle-Peru Area Vocational Secondary Center - Graff	1/5	8	4	3	4
Abraham Lincoln Middle School - Reents	1/5	8	4	4	4
Rockford College - Wilson	1/6	8	4	4	4
Rockford Area Vocational Center - Feldt	1/6	8	4	8, special programs	4
Alternative Schools Network - Vaughn	1/6,8	2	2	3	3
Illinois State University - Tipsord	1/6,8	1	1,newsletter	6	3
Elgin High School - Lochary	1/8	1	1, course	7	3
Illinois Migrant Council - Woodruff	1/8	1	1, meeting	3	3
Fox Valley Technical Institute, WI	1/8	8	4	8	4
Atlernative Schools Network - Vaughn	1/8	1	7, support letter	3	4
ISBE, DAVTE - Boyd	1/9	1	1, RFAs	6	3
University of Illinois - Cordova	1/9	2	5, 7, assessment	7	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other
1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other
1. bil/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/distributors
6. state personnel
7. special LEP project personnel
8. other
1. NEC
2. on-site
3. phone
4. correspondence
5. other



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(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Department of Vocational Education, MI - Ortiz	1/9, 19	2	7, resource persons	3	3
Triton Career Guidance Center - Bosi	1/9, 27	1	1	6	3
Manteno Mental Health - Benedict	1/9, 12	2	1, 2	3	3
St. Elizabeth Social Center, Rockford	1/12	2	2, 4	1	3
Language Skills Center	1/12	2	4	7	2
Chicago Board of Education - Tobin	1/13	1	1	6	3
Truman Bilingual Vocational Center - Stephens	1/14	1	1	7	3
NEC Library - Robinson	1/15	2	1	8	1
Darwin School - Calabrese	1/19	1	4	8	3
ISBE, DAVTE - Washburn	1/19	1	7, FY82 Budget & Abstract	6	4
Waubonsee Community College - Kelly	1/20	2	7, Abstract	7	3
Benito Juarez High School - Rodriguez	1/20	1	7, workshop	7	3
Illinois State University - Tipsord	1/20	1	1, workshop	6	3
ISBE, DAVTE - Boyd, Jordan	1/20	1	1, 7, requesting information	6	3
University of IL - Cordova	1/20	2	5	7	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination
9. other

1. bil/ESL teachers
2. voc. teachers
3. administrators
4. counselors/
5. publishers/
6. state personnel
7. special LER project
8. other

1. NEC
2. on-site
3. phone
4. correspondence
5. other

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(Date)

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1. contact	1. coordination	1. bil/ESL teachers	1. NEC
2. consultation	2. program develop.	2. voc. teachers	2. on-site
3. inservice	3. instruction	3. administrators	3. phone
4. program visit	4. materials	4. counselors	4. correspondence
5. meeting	5. evaluation	5. publishers/ distributors	5. other
6. staff develop.	6. community	6. state personnel	
7. library serv.	7. other	7. special LEF project personnel	
8. dissemination		8. other	
9. other			



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SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Waubensee Bil. Proj. - Mary Diaz	2/2	2	7	7	3
ESL/ADSC -Dennis Terdy	2/2	5	1	3	1
Bolingbrook H.S. -D.Schlesinger	2/2	1	4	4	3
Truman Bil.Voc.Cent. -E.Maschnitz	2/3	8	5	7	4
Chicago SubRegional -	2/3	3	2,4,7	2,3	5 Englewood
Roosevelt H.S.					
Chgo.SubRegional -	2/4	3	2,4,7	2,3	5 Roosevelt
Pontiac Correct.Ct. -E.Schweinberg	2/4	2	2,4,7	2,3,7	2
Girl Scouts USA-NY -P. Griggs	2/5	2	4	8	3
Thornton Comm.Col. -T. Neal	2/5	2	inservice train.	4	3
Triton Com.Col. -	2/5	2	2,5,6	7	2
Lake Co. C.G.C. -J.Gudauskas	2/5	1	requesting info.	4	3
NEC Library -R.Robinson	2/5	8	4	8	4
Clemente H.S. -M. Carson	2/5	2	2	7	3
ISBE-DAVTE -Boyd	2/6,10	1	1,2	6	3
AKTOS-CA Lotte Marcus	2/6	1	4	5	3

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | diatributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEF project | |
| 9. other | | 8. other | |



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SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Senn H.S. -M. Santelli	2/9,18	2	2	7	3
U. of I. -J. Callejas	2/4,5	1	2,7	7	3
Danville AVC - Johnson	2/5	2	2	7	3
NABE Conf. Staff -	2/5	2	7	5,8	3
Chgo. CGC -B. Bradley	2/9	2	7	resource proj. 4	3
U. of I. -J. Callejas	2/9	2	7 sites	7	3
Forest View C. Pierce	2/10	2	2,4,7	7	1
Mesa Comm. Col.-CA -M. Seymann	2/10	8	4	3	4
Manteno Mental H.Ct. -J. Leonard	2/11	1	1,4,7	8	4
U. of I. -C. Day	2/13,16,18	1	1 worksp.	7	3
Michigan Grand Rapids Publ.Sch.- Dawkins	2/13,17	8	4	3	4
Chgo.Board-Dept. of Voc. Ed.- Brown	2/13	2	2	3,7	3
ISBE-DAVTE -G. Arguello	2/13	1	4	6	3
CETA Kane Co. L. Trayer	2/13	1	4	6	3
ISBE-DAVTE -N. Mc Ilvoy	2/13	1	4	6	3

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|-------------------|---------------------|---------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | diatributors | |
| 7. library serv. | 7. other | state personnel | |
| 8. dissemination | | special LEF project | |
| 9. other | | personnel | |
| | | other | |



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SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
St.Elizabeth Comm. Col.- Bro.J. Zawada	2/16	2	3,4,7	1	3,4
Highland Comm. Col. S. Penner	2/17	2	4	3	4
SNC -M. Brewer	2/17	1	4	6	3
Tereso Gamboa	2/18	2	training program 7	8 comm.	3
Home Ec. Outreach -S. Arthur	2/18	2	4	2	4
Florida Int. Univ. R. Vos -FL	2/18	2	3,4	2	4
Santillana Pub. Co. -José Wehnes-NJ	2/17,20	2	4	5	3,4
Eisenhower H.S. - B. Guzy	2/19	2	2	7	3
Clemente H.S. -J. Aguirre	2/20	2	2	7	3
Dept.of Voc.Ed. -C. Brown	2/20	1	1	3	3
Small Bus.Adm.	2/18	1	4	8	3
Chgo. Bd.of Ed. - J. Robertson	2/25	8	4	8	4
Nutrition Consultant- P.Brewster	2/26	1	7	2	4
IL.Emp.& Train.Council-C. Padilla	2/26	8	4	3	4
Univ. of Ga. -M. Sarkees	2/27	8	4	2	4

1. contact
 2. consultation
 3. inservice
 4. program visit
 5. meeting
 6. staff develop.
 7. library serv.
 8. dissemination
 9. other
1. coordination
 2. program develop.
 3. instruction
 4. materials
 5. evaluation
 6. community
 7. other
1. bil/ESL teachers
 2. voc. teachers
 3. administrators
 4. counselors
 5. publishers/distributors
 6. state personnel
 7. special LEP project personnel
 8. other
1. NEC
 2. on-site
 3. phone
 4. correspondence
 5. other



(Date)

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|-------------------|---------------------|-------------------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/
distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEF project
personnel | |
| 8. dissemination | | 8. other | |
| 9. other | | | |



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(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Kane Co. Workshop	3/2	3	3,4	2	2
Board of Cooperative Educational Services-NY, Lawrence	3/2	2	2,3,4	1	4
Girl Scouts of USA-NY, Griggs	3/2,11	2	4	8	4
Bolingbrook H.S., Schlesinger	3/2	2	4	4	4
Darwin School, Calabrese	3/2	2	4/7	2	4
Tom Bennett	3/3	2	4	8	4
Clemente H.S., Aguirre	3/3	2	2	7	3
Danville C.C., Wood	3/3	2	2	3	3
Elgin Workshop	3/3	3	3,4	7	2
Brandt School-NY, Ortiz	3/4	8	4	4	4
Dr. Michael Jungo-Switzerland	3/4	8	4	2,7	4
CRC Long Branch H.S., Dirienzo NJ	3/4	8	4	3	4
Colorado Dept. of Education-00, Sibirsky	3/5	8	4	1	4
Modesto H.S.-CA, Barba	3/5	8	4	3	4
Manpower Progress Devel.-CA, Sandoval	3/5	8	4	3	4

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program vlnlt | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



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SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Wm. Dawson Skill Center	3/5	2	2	3	2
Harlem S.S. Guidance Dept.	3/5	8	4	4	4
San Jose C.C.-CA	3/6	8	4	8	4
Chicago Board, Peco	3/6	1	1	2	3
TAP CETA-MA	3/6	8	4	8	4
ISU-Dissemination Center, Tipsord	3/6	2	2	2	3
NEC	3/6	5	1	3	1
Thornton C.C., Neal	3/10	2	7	4	3
Santillana Publishing Co., Wehnes NJ	3/10	8	4	5	3
Josefina Gross	3/10, 17	1	workshop 1	3	3
Pilsen Little Village Mental Health Ctr	3/10	1	1	3	3
Elgin Workshop	3/10	3	3, 4	2, 3, 7	2
Manteno Mental Health Center, Benedict	3/11	1	workshop 1	3	3
Latin Am. Youth Center-DC	3/11	8	4	3	4
Oakland Chinese Community Council	3/11	8	4	1	4

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|-------------------|---------------------|----------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



March, 1981
(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Elgin District U.46, Lochary	3/11	8	4	7	4
Thornton C.G.C. Workshop	3/12	3	2,3,4	1,2,3,4,	2
SNC, Nersendorf	3/13	1	workshop 1	6	3
ISBE-DAVTE, Boyd	3/13	1	1	6	3
Board of Education, Peco	3/13	5	1	6	2
C.G.C. Chicago	3/13	2	4,7	4	3
Latin Am. Youth Center, Kaplan DC	3/13	8	4	3	4
Idaho State University-ID, Smith	3/13	8	4	2	4
Georgestown Area Voc. Center-FL	3/13	8	4	4	4
DeKalb Area Career Center, Cassani	3/17	1	7	3	4
Elgin Community College, Kotesky	3/17	2	7	3	3
Asian Conference	3/19	6	3,4,6	8	5 Sheraton
Multnomah Co. Ed.Serv.Dist.	3/20	2	4	3	3
Waubonsee C.C., Wertz	3/20	2	4	4	3
Pilsen Little Village Mental Health	3/20	5	1	3	2

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|-------------------|---------------------|---------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | distributors | |
| 7. library serv. | 7. other | state personnel | |
| 8. dissemination | | special LEP project | |



(Date)

1. contact	1. coordination	1. bll/ESL teachers	1. NEC
2. consultation	2. program develop.	2. voc. teachers	2. on-site
3. inservice	3. instruction	3. administrators	3. phone
4. program visit	4. materials	4. counselors	4. correspondence
5. meeting	5. evaluation	5. publishers/	5. other
6. staff develop.	6. community	6. distributors	
7. library serv.	7. other	6. state personnel	
8.-dissemination		7. special LEP project	

1. NEC
2. on-site
3. phone
4. correspondence
5. other



April, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Triton C.C., Bingham	4/1	1	7 needs asmt.	7	3
Pontiac Correctional Center Township H.S.	4/1	1	7 needs asmt.	7	3
School District #214, Pierce	4/1	8	7 needs asmt.	7	3
Manteno Mental Health Center, Benedict	4/1	1	1 workshop	3	3
Township H.S. District #214, Pierce	4/1	8	2,3,4 7	7	4
Manpower Assistance Project, Gutierrez	4/1	8	statistics	3	4
Ill. Dept. of Commerce & Comm. Affairs	4/2	5	2,6	3,6	2 Chicago
SER Jobs for Progress-IN,	4/3	8	4	8	4
TESOL Conference	4/3.4	3	2,4	1,2,3	2 Urbana
LEP Projects (10)	4/6	8	7	7	4
Nancy Stalland-MN	4/6	8	4	2	4
Tressler-Lutheran Service Association PA	4/6	8	4	2	4
CETA Staff Devel. Project-CA, Warden	4/6	8	4	2	4
Kenneth Morse-MA	4/6	8	4	2	4
Westminster H.S.-CA, Rodriguez	4/6	8	4	2	4

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program vlnlt | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |



April, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Emily Griffith Opportunity School Denver Public School-CO	4/6	8	4	2	4
Dept. of Voc. & Cont. Education Wichita Public School-KS, Ruberson	4/6	8	4	2	4
Everett H.S.-MI, Kellemann	4/6	8	4	2	4
Dr. Michael Lugo-Switzerland	4/6	8	4	2	4
Instituto de Estudios Generales- Escuela Superior Politecnica -Ecuador	4/6	8	4	2	4
Midwest Women's Center, Howard	4/6	8	4	2	4
Manteno Mental Health Center, Benedict Ed. for Work Linkage Project A & M Univ.-TX, Burns	4/7	1	1	3	3
ISU-Dissemination Center, Batche	4/7	8	4	3	4
	4/7	2	1 field testing	3	3
National Technical Infom. Service	4/7	1	4	5	4
NEC Project Directors Meeting	4/7	5	1	3	1
Manteno Mental Health Center	4/9	3	1 workshop	3,6	2 Manteno
Greater Lowell Ref.Voc.School-MA	4/8	1	4	3	4
Amparo Ross-FL	4/10	8	4	4	4
Linden Avenue School-NJ, Mottram	4/10	8	4	1	4

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |



April, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
ESL/AE Service Center	4/10	8	7	8	4
Waubonsee C.C., Menges	4/10	8	4	7	4
ISBE-DAVTE, Boyd	4/10	1	1	6	3
SIU, Hepburn	4/10	1	1,4	7	3
Truman Bil. Voc. Ctr., Maschowitz	4/10	1	1,4 pilot testing	7	3
National Council de la Raza, Vertiz	4/10	2	6	3	3
IETC-Hispanic Concerns Committee, Padilla	4/10	1	1	8	3
SIU-STC, M. Shin	4/13	1	1,4	1	3
Elgin C.C., Kotesky	4/13	1	1,4	7	3
Waubonsee East Campus, Wertz	4/13, 14	2	4	4	3,4
SER Jobs for Progress-Chicago	4/14	2	2	3	3
ISBE-DAVTE, Pool	4/14, 16	2	1,4	6	3
ESL/AE Service Center, Terdy	4/14	5	1,2	3	1
Triton C.C., Bingaman	4/14	5	1,2	7	1
Northeastern University, Puente	4/14	5	4	4	1

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |



April, 1981
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Truman-Bil. Voc. Center, Maschwitz	4/14	2	7 funding	7	3
IETC-LEP, DeBello	4/15	8	7 confer.	6	4
ISBE-DAVTE, Jordan	4/15	1	1 Manteno Workshop	6	4
Manteno Mental Health Center, Benedict	4/15	8	2	3	4
IL. Migrant Council, Lopez	4/16	1	7 requesting inf.	3	4
ATKOS-CA, Marcus	4/16	2	4	5	3
IL. Voc. Ed. & Training Council	4/17	5	1	3,6	2 Waukegan
Truman-Bil. Voc. Center, Maschwitz	4/20	8	4	7	4
University of Maine at Orono, Pelletier	4/22	2	4	Prof. of Ed. 8	4
Univ. of Sacred Heart-P.R., Irizarry	4/22	2	4	Prof. of Ed. 8	4
Centennial Education Center-CA	4/22	2	4	8	4
Metropolitan C.C.-MO, Kimbrough	4/22	2	4	Prof. of Ed 8	4
Marshall University-WV, Prey	4/22	2	4	Prof. of Ed 8	4
Lane C.C.-OR, Fenner	4/22	2	4	3	4
Northeastern IL. University, Busse	4/22	8	4	2	4

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|-------------------|---------------------|----------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



April, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Mr. Dawson Skill Center, Washington	4/22	8	4	1	4
Metal Machine Program Center-CT, Sayers	4/23	1	requesting inf.	3	4
ERIC, Wright NY	4/24	8	4	3	4
Resource Persons (7)	4/24	1	Human Resource Dir. 7	7	4
ISBE-DAVTE, Boyd	4/24	2	7	6	3
SBA, Pineda	4/24	8	4	8	4
IETC-Hispanic Concerns Committee	4/24	9	7	3	4
Thornton C.C., Springet	4/24	2	2	1	3
Il.Migrant Council, Lopez	4/24	2	2,5,7	3	3,4
Mayor Off.of Empl.& Training, Reeder	4/24	2	2	8	3
Georgetown University-DC, McCray	4/27	2	4	8	4
Congressman Roybal-re: Orellana	4/27	1	7	8	4
ECCMC, Douglass	4/27	1	requesting inf.	6	4
Elgin District U46, Lochary	4/27	1	1	7	3
Waubensee C.C., Menges	4/27	1	workshop	7	3

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|-------------------|---------------------|----------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |

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April, 1981
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Manteno Mental Health Center, Benedict	4/27	1	follow up meetings 1	3	3
ISBE-Bilingual Dept., Martinez	4/27	8	inf.re.workshop 7	6	3
Manteno Mental Health Center, Williams	4/27	2	7	8	4
Hunter College-BESC-NY	4/27	2	2,4	Resource Ctr. 8	4
Estella Balli Gonzalez	4/28	2	2,4	1	4
NABE Executive Board (6)	4/28	8	4	8	4
State of Michigan Dept. of Ed. Voc.-Tech. Ed. Service, Kenyon MI	4/28	2	2,4,	6	4
SER Jobs for Progress-Waukegan	4/28	2	2,4,6 funding 7	1	4
Alternative School Network, Vaugh	4/28	1	requesting inf. 7	3	3
Florida State University, Marangos-FL	4/28	1	1	1	3
Elgin District U46, Lochary	4/28	1	proposal reading 1	6	3
Dept. of Commerce & Comm. Affairs Woulard	4/28,29	1	needs assmt. 7	7	3
Senn H.S., Solomon	4/28	2	1,4 workshop 1	3	3
DeKalb Area Career Center, Cassani	4/28	1		7	3
U of I, Day	4/28				

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|-------------------|---------------------|---------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. REC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | distributors | |
| 7. library serv. | 7. other | state personnel | |
| 8. dissemination | | special LEP project | |



April, 1981

(Date)

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|-------------------|---------------------|--------------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. mentoring | 5. evaluation | 5. publishers/
distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



May, 1981
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Bowen H.S., Hearn	5/1	1	1 site visit	3	3
ISBE-DAVTE, Boyd	5/1	1	1 budget	6	3
Telemedia, Graef	5/1	2	7 resource people	8	3
Truman Bil. Voc. Resource Center Maschwitz	5/1	8	7	7	4
Chicago Board of Education-Dept. of Voc. & Career Ed., Pecos	5/1	8	7	7	4
ISBE-DAVTE,	5/1,4	2	1	3	3
Waubonsee C.C., Menges	5/4	8	4	7	4
Benito Juarez H.S., Rodriguez	5/5	2	7	7	4
Community Service Center, Gutierrez	5/5	8	4	3	4
ECCMA, Douglass	5/5	1	7	3	3
Wm. L. Dawson Skill Center, Washington	5/5	8	4	3	4
Triton College, Bingham	5/6	8	4	7	4
USOE-Voc.&Adult Ed., Linowitz	5/8	2	2,3,7	8	3
Bowen H.S., Johnson	5/8	1	1 worksh.	4	3
Bowen H.S.	5/11	3	7	1,2	2

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. distributors | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |



May, 1981
(Date)

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SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Benito Juarez H.S.	5/11	3	7	1,2,3,7	2
ISBE-DAVTE	5/11	5	1	6	2 Springfield
Northeastern Il. Univ., Buurstra	5/12	8	4	3	4
School District #218	5/13	1	1	7	3
Elgin Community College	5/13	3	1workshop	7	2
Truman College, McDougald	5/13	8	7	3	4
A & M University, TX , Burns	5/14	8	4	3	4
USOE-Voc.& Adult Education, Kemp	5/15	2	5	6	4
IETC-Hisp.Concerns Committee, Padilla	5/18	1	1 proposal	3	3
ISBE-DAVTE, Boyd	5/18	1	1	6	3
Truman College, McDougald	5/18	2	7	3	3
Chicago School District #19, Silva	5/18	8	2,4,7	3,4	4
Baltimore City Dept. of Social Services-MD, Stevens	5/18	8	4	8	4
San Diego College- Adult & Cont. Ed. Thomas	5/18	8	4	1	4
Conner	5/18	8	4	2	4
St. Anselm's Immig. & Refugee Com.Ctr.	5/18	8	4	2	4

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|-------------------|---------------------|----------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/esl teachers | 1. HEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/distributors | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



May, 1981

Page 3 of 3

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Latin Am. Youth Center-DC, Kaplan	5/18	8	4	3	4
International Inst. of Orange Co. CA Voc. Tech. Ed. Div.	5/18	8	4	8	4
Oregon State University, Beals OR	5/18	8	4	2	4
School District #15 Carolyn Nankervis	5/18	5	1	8	1
CETA Staff Dev. Project-CA, Warden	5/19	8	4	8	4
C.C. of Philadelphia-PA, Snee	5/19	8	4	2	4
National Puerto Rican Forum	5/22	2	4	8	3
Institute of Modern Language-MD	5/22	8	4	5	4
Joanne Kalnitz	5/22	8	4	1	4
Office of Adult Basic Ed.-NJ, Friedman	5/29	8	4	1	4
LEP Conference Participants (8)	5/29	8	7	1,2,3,4,7	4

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bll/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program vint | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. translators | |
| 7. library serv. | 7. other | 6. state personnel | |
| 8. dissemination | | 7. special LEP project | |



June, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Elgin C.C., Kotesky	6/1	1	1	7	3
Senn H.S., Solomon	6/1	2	7	7	3
Dept. of Commerce & Community Affairs DeBello	6/1	1	1	6	3
ISBE-DAVTE, Boyd	6/1	1	1	6	3
Chicago Board of Education Dept. of Voc. Ed. & Career Ed., Shanyfelt	6/1, 2, 4	1	1	3	3
Middle Tenn. State Univ., Drennan	6/1	8	4	8	4
CASE Special Education Coop. - Lombard	6/1	2	3, 4	3	3, 4
Manteno Mental Health Center	6/2	2	2, 3, 4, 5, 6	3	2
Northeastern Ill. University, Ocherony	6/2	2	2, 4	1	3
ISU-Dissemination Center, Batsche	6/2	1	pilot testing 1	7	3
Bowen H.S., Silva	6/3	8	4	3	4
Main West H.S.	6/4	2	2, 3, 4	1, 4	1
Publisher, Jacobs	6/5	1	4	5	3
Career Aids, Inc.	6/5	1	4	5	3
Shapiro Develop. Center, Perzee	6/5	1	2	3	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/esl teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/
distributors
6. state personnel
7. special ed. project

1. NEC
2. on-site
3. phone
4. correspondence
5. other



June, 1981
(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Vocational Industrial Education Florida International Univ.-FL	6/5	8	4	2	4
Pierce College-CA, Sillman	6/5	8	4	8	4
ISBE-DAVTE, Gaedlka	6/5	1	4	6	4
Elgin C.C., Kotesky	6/8	2	4	7	1
Benito Juarez H.S., Rodriguez	6/8	2	7	7	3,4
Waubonsee C.C., Kelly	6/8	1	1	7	3
NEC Directors meeting	6/8	5	1	3	1
Northeastern IL. University, Puentes	6/9	2	2	4	1
Eisenhower District 218, Guzzy	6/9	2	4	7	3
Elgin C.C., Kotesky	6/9	2	4	7	4
National Clearinghouse for Bil.Ed.-VA	6/10	2	2	8	3,4
InterAmerica, Lugo - DC	6/11	1	4	8	4
CETA Planning Office-Peoria	6/11	2	4,2	3	4
ISU-Dissemination Center, Kang	6/11	2	7	7	4
New Bedford Skill Center-MA, Castro	6/11	8	7	2	4

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|-------------------|---------------------|------------------------|-------------------|
| 1. contact | 1. coordination | 1. bil/ESL teachers | 1. NEC |
| 2. consultation | 2. program develop. | 2. voc. teachers | 2. on-site |
| 3. inservice | 3. instruction | 3. administrators | 3. phone |
| 4. program visit | 4. materials | 4. counselors | 4. correspondence |
| 5. meeting | 5. evaluation | 5. publishers/ | 5. other |
| 6. staff develop. | 6. community | 6. state personnel | |
| 7. library serv. | 7. other | 7. special LEP project | |
| 8. dissemination | | | |



June, 1981
(Date)

SCHOOL, DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Minnesota Dept. of Ed., Rago MN	6/15	1	7	6	3
Elgin C.C., Kotesky	6/15	2	4,5	7	4
Manteno Mental Health Center, Leonard	6/15	1	2	3	4
Triton College, McCann	6/16	2	2,4	2	1
U.S. Dept. of Agriculture, Gallagher	6/16	8	4	1	4
NAKUSP Outreach-BC, Kinsel	6/16	8	4	1	4
Senn H.S., Lykke	6/16	2	4	7	3,4
Welfare Reform Program, Gutierrez	6/17	2	2,6	4	3
Chicago C.G.C., Simpson	6/22	2	4	4	3
Elgin C.C., Kotesky	6/22	2	1,5,4	7	3
ESL/AE Service Center, Terdy	6/23	5	1	3	1
Chicago Board of Ed.-Dept. of Voc. & C.ED Peco	6/24	5	course 1	3	2
National College of Ed.-ESL Program	6/24	3	2,3,4	1	1
Urban Crime Prevention, Padilla	6/25	2	4	3	3
ISBE-DAVIE, Boyd	6/25	5	proposal 5	6	5

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/
distributors
6. state personnel
7. special LEP project

1. NEC
2. on-site
3. phone
4. correspondence
5. other



(Date)

1. contact	1. coordination	1. bll/ESL teachers	1. NEC
2. consultation	2. program develop.	2. voc. teachers	2. on-site
3. inservice	3. instruction	3. administrators	3. phone
4. program visit	4. materials	4. counselors	4. correspondence
5. meeting	5. evaluation	5. publishers/	5. other
6. staff develop.	6. community	6. distributors	
7. library serv.	7. other	6. state personnel	
8. dissemination		7. special LEP project	



July, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
Northeastern IL. University	7/1	3	2,3,4,7	1,8	2
NEC Directors Meeting	7/2	5	1	3	1
ISBE-DAVIE, Boyd	7/2	1	1,4	6	3
Dept. of Commerce & Community Affairs, Woulard	7/2	2	2,6,7	6	3
Elgin C.C., Kotesky	7/2	2	5	7	3,4
C. Mibelich	7/2	1	1,4	8	3
ILAFL-CIO-Manpower Assist. Training	7/2	5	2,4	3	1
Chicago Board of Education, Benavides	7/6	2	2,7	3	3
International Institute of Orange Co. CA	7/6	8	4	1	4
Dept. of Commerce & Community Affairs DeBello	7/13	2	4	6	3,4
Assumption College-Rehabilitation Cont. Ed. Center-MA, Robinson	7/13	8	4	3	4
T-ISA Refugee Services-PA, Diviney	7/14	8	4	1	4
Personal Dynamics, Jimenez	7/14	1	4	3	3
ISU-Dissemination Center, Tipsord	7/14	8	4	3	4
National Council de la Raza, Vertiz	7/15	2	7	3	3

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
8. dissemination

1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other

1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/
distributors
6. state personnel
7. special LEP project

1. NEC
2. on-site
3. phone
4. correspondence
5. other



July, 1981

(Date)

SCHOOL DISTRICT OR ORGANIZATION	DATE	TYPE OF ACTIVITY	AREA OF SERVICE	POPULATION	LOCATION
C. Contreras	7/15	2	7	1	3
ATKOS-CA, Marcus	7/15	1	4	5	3
Manteno Mental Health Center, Leonard	7/15	1	2	3	4
Elgin C.C.	7/16	2	5	7, 1, 2, 3, 4	2
Florida International University-FL	7/17	2	4	3	3, 4
T. Zawada	7/17	2	7	1	3
National Council de la Raza, Ortega	7/20, 21	2	7	8	3
Waubonsee C.C., Kelly	7/20	1	1	7	3
University of Nevada-Reno-NV, Brandner	7/20	8	4	3	4
Illinois Vocational Center, Moore	7/21	2	7	3	3
Menard Correctional Center	7/21	2	2, 4	3	3
Benito Juarez H.S., Rodriguez	7/22	2	7	7	3
Wm. Dawson Skill Center, Ragon	7/23	2	4	3	3
SER Jobs for Progress-Chicago	7/23	2	7	4	3
Project LEAP	7/24	2	4, 5	3	3, 4

1. contact
2. consultation
3. inservice
4. program visit
5. meeting
6. staff develop.
7. library serv.
1. coordination
2. program develop.
3. instruction
4. materials
5. evaluation
6. community
7. other
1. bll/ESL teachers
2. voc. teachers
3. administrators
4. counselors
5. publishers/
distributors
6. state personnel
1. NEC
2. on-site
3. phone
4. correspondence
5. other



(Date)

1. contact	1. coordination	1. bll/ESL teachers	1. NEC
2. consultation	2. program develop.	2. voc. teachers	2. on-site
3. inservice	3. instruction	3. administrators	3. phone
4. program visit	4. materials	4. counselors	4. correspondence
5. meeting	5. evaluation	5. publishers/	5. other
6. staff develop.	6. community	distributors	
7. library serv.	7. other	6. state personnel	
8. dissemination		7. special LEP project	

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APPENDIX B

WORKSHOP REPORTS

- . Summaries
- . Evaluations
- . Attendance Lists



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Non-English Speaking People Among Us !

DATE: December 17, 1980 TIME: 9:00 a.m. to 1:00 p.m.

PLACE HELD: Triton College

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Identification of LEP, cultural perspectives in education and employment,
problems and solutions to training, counseling and employment practices.

PRESENTOR(S) & POSITION(S): _____

E. Jeanne López-Valadez- Director Bilingual Vocational Education Project
Dennis Terdy, Director Illinois Statewide ESL/AE Service Center

Tran Van Duong, Director of Indochinese Program-Truman College

Jesus López, Director of Education and Training-Il Migrant Council

Mildred Kobus, Personnel Director-Rixson Firemark

HANDOUTS: _____

Vocational Education for the Limited English-Speaking: A Handbook for
Administrators

No English, No Jobs: Want To Bet?

Job Development Hints

You have just hired an Indochinese employee-Now What?

NEC Resources

Suggestions for working with LEP students

NUMBER OF PARTICIPANTS: 35

EVALUATION RESULTS: 5 FAIR 2.9 GOOD 1 VERY GOOD 1 EXCELLENT

FOLLOW-UP: _____



Non-English Speaking People Among Us!

Twenty-seven participants attended this workshop.

Several speakers presented various sides of the issue. All of them were directly involved in the theoretical and practical aspects of the difficult reality.

Excellent response was created by the input from representatives of employers who emphasized the needs and problems of the non-english speaking persons and employers relationship.

Successful solutions to the difficulties encountered in the past and suggestions for possible new problems were discussed first in small groups (teachers, counselors, business men and personnel officers) and then all together.

PARTICIPANTS LIST

Kathy Carson Counselor Triton College	R. Flarherty Triton College	Lydia Turner Oak Park High School
Debbie Bruemmer West Leyden H.S. Northlake, Il. 60106	Carol Caster Triton College	Hilda Garbouce Maywood Park, Il.
Ron Tavares Wheeling H.S. Chicago, Ill. 60090	Kary Newcomb Larson Jr. High	Mary McQuigg Illinois State Board of Education
Joe Griffey Harper College Palatine, Il.	Wesley Schmidt Larson Jr. High	
Kay Morris Harper College Palatine, Il.	Warren Anderson Elgin High School	
Patti Bethke Triton College	Tom Boyd Elgin High School	
Herb Perkins Navy Recruiting Dist. Glenview, Il. 60026	Dean Horton Tefft Jr. High	
Dennis Gaynor U.S. Navy 1140 Inverrary Lane Deerfield, Il. 60015	Marilyn Henrick Tefft Jr. High	
Mr. Williams Navy Recruiting District Glenview, Il. 60026	L. Renwick Elgin High School	
R. J. Kocae Jr. Navy Recruiting Dist.	Rhonda Johnson Lake Park High School	
	Marge Kenney Triton College	
	Shirley Nagel P.A.E.C. School	



Workshop Evaluation

Date: December 17, 1980

Place: Triton College

Name of Workshop: Non-English Speaking People Among Us!

Did you find today's workshop worthwhile? very 1 2 3 4 5 little

Program 2.9

Content 2.6

Speakers 1.8

Comments:

"Time is a problem. Be on time! Need to take a needs assessment of what the audience wants and not what the speakers want to give"

"This conference did not cover what the brochure indicated, and the fact that the brochure asked us to be there at 8:30 a.m. and the leaders did not showed up until 8:45 was unconsidered"

"I thought it was a good conference but it did not come close enough to my work interests and responsibilities"

"The speakers did not seem like they dealt with non-English speaking people to be given a conference on it"



AGENDA

- 9:00 - 9:15 Introduction and Welcome
- 9:15 - 9:35 Limited English Proficiency-Defining the Issues
Dennis Terdy, Director
Illinois Statewide ESL/AS Service Center
- 9:35 - 9:55 Cultural Perspectives in Education & Employment
Indochinese
Tran Van Duong, Director of Indochinese Program
Truman College
- 9:55 - 10:15 Hispanic
Jesus Lopez, Director of Education & Training
Illinois Migrant Council
- 10:15 - 10:35 Business Prospective
Mildred Kobus, Personnel Director
Rixson Firemark
- 10:35 - 10:45 Break
- 11:00 - 11:20 Identifying Problem Areas in:
A. Training
B. Counseling
C. Employment
- 11:20 - 12:30 Identifying Solutions - - Small Groups
A. Vocational Training
Jeanne Lopez-Valadez, Project Director
Bilingual Vocational Education Project
B. Counseling
Terry London, Job Developer
Illinois Adult Indochinese Refugee Consortium
C. Employment/On the Job
Pat Bethke, ESL Instructor
Triton College
- 12:30 - 1:00 Group Sharing and Individual Planning



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT

DATE: September 29, 1980 TIME: 12:30 p.m. to 3:30 p.m.

PLACE HELD: Truman College, Chicago, IL

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Introduction to a process for materials development or adaptation, including
Conducting an Assessment, Determining Format, Content and Language Use,
Gathering Information/Content, Avoiding Copyright Problems, Designing a
Lesson/Unit, Piloting & Evaluating Materials, provision of sample resources
and formats for materials development/adaptation; and opportunity for
problem-solving concerns in curriculum development.

PRESENTOR(S) & POSITION(S): Jeanne López-Valadez, (BVEP)

Rebecca Douglass (ECCMC)

J. Kalnitz, (Truman College)

HANDOUTS: Suggestions for Working with LEP Students, BVEP; Curriculum

Assessment, BVEP; Coordination of Bilingual Vocational and VESL

Curricula with the "Regular" Vocational Education Curriculum, BVEP;

Course Form from LEP Program for Vocational Education, Waubensee Comm. College

NUMBER OF PARTICIPANTS: 12

EVALUATION RESULTS: FAIR GOOD 4.45 VERY GOOD EXCELLENT

FOLLOW-UP: Two Sample Request for Permission to Copy Letters were sent
out by R. Douglass, ECCMC to all participants.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the various methods and tools used to collect and analyze data. It mentions the use of both traditional and modern techniques, highlighting the need for continuous improvement in data management practices.

3. The third part focuses on the role of technology in enhancing data collection and analysis. It discusses how digital tools can streamline processes and provide more comprehensive insights into the organization's performance.

4. The fourth part addresses the challenges associated with data management, such as data quality, security, and integration. It offers strategies to overcome these challenges and ensure that the data is reliable and accessible.

5. The fifth part concludes by summarizing the key findings and recommendations. It stresses the importance of a data-driven approach in decision-making and provides a clear path forward for the organization.

BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT WORKSHOP

Agenda

September 29, 1980

12:30 p.m. -

Introduction

- Conducting an Assessment
- Determining Format, Content and Language Use
- Gathering Information/Content
- Avoiding Copyright Problems

2:15 p.m. - 2:30 p.m.

Break

- Designing a Lesson/Unit
- Piloting & Evaluating Materials

3:25 p.m.

Summary and Evaluation

GOALS:

To introduce participants to a process for materials development or adaptation.

To provide participants with sample resources and formats for materials development/adaptation.

To provide an opportunity for problem-solving concerns in curriculum development.



Meeting Workshop: BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT

Date: September 29, 1980

Place Held: Truman College, Chicago, IL

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
Charles Menzies	Curriculum Developer/Visiting Instructor	Waubesa Community College	IL, Rt. 47 at Fairview Rd Sycamore Grove IL 60554
Fred Kempf	Contract Administrator	Ill State Board of Ed.	1000 1st St Springfield IL 62707
Richard Thompson	Director	ECNCR	Langmuir Station Springfield IL 62707
Constance Kempf	Staff Assistant	Truman Bilingual Voc Center	Truman College
Elizabeth Cunningham	State Assistant	Truman Bilingual Voc Center	Truman College
John A. Jones	Staff Assistant	Truman Bilingual Voc Center	Truman College
Joe Aboleng	Co-ordinator	Truman Bilingual Voc Center	Truman College
Joseph Daniel	"	Truman Bilingual Voc Center	Truman College
William J. Johnson	Director	Truman Bilingual Voc Center	Truman College
James J. Johnson	Staff Assistant	Truman Bilingual Voc Center	Truman College
James J. Johnson	Co-ordinator	Truman Bilingual Voc Center	Truman College



WORKSHOP EVALUATION:

Date: September 29, 1980

Place: Truman College

Name of Workshop: Bilingual Vocational Materials Development

1) Did you find today's workshop worthwhile? little 1 2 3 4 5 very =4.45

2) What did you find the most helpful?

"Miscellaneous Format Discussion."

"Presentation of variety of formats and the inherent flexibility."

"Copyright information also interesting."

"Crossification of methods."

"Exchange of ideas."

"Curriculum assessment."

"Copyright information."

"Copyright."

"Copywriter's - Evaluation & field testing of materials."

"Discussion of copyright laws."

"Copyright information."

"Sample materials formats - resources on view-copyright information -
breakdown of types of content in VESL, Voc, "other"."

3) What did you find least helpful?

"All helpful."

"none."

"Copyright law."

"Internal Evaluation of Material."

"Opening worksheet."

"Joanne Kalnitz's evaluation talk needed a handout (of course, it was late
in the afternoon)."

4) Is there something you would like covered in more detail? Please specify.

"N.A."

"Continuing need exists for work on bilingual vocational strategies.

In-class techniques."

"none"

"Goals of bilingual programs vs. materials."

"Teaching VESL in high school without developing a VESL course."

"Content of VESL materials."

"Planning study guide and outline formats of bilingual materials."

5) Where do we go from here? Please indicate your needs:

5 I would like another workshop on:

"ESL Techniques and/or strategies for English teachers."

"Workshop for Voc. Teachers on Material Development."

"Developing a lesson together. Looking at each others materials - at
least for general comments."

"Concrete procedures for designing VESL lessons and units of lessons, esp.
how to do things with sub-technical vocabulary. Instructional strategies
in a VESL class."



WORKSHOP EVALUATION CONTINUED:

4 I would like consultative assistance on:

"Careful examination of bilingual materials."

"Possibly future on copyrighting and publishing."

"Instructional strategies for a VESL class which is reluctant to participate in ESL-type activities such as dialogues."

6) Which time is most convenient for future inservices?

Weekdays 9 Saturdays 1 Day 3 Evening 0

7) Other comments:

"Its good to have this and to have such a talented and dedicated professional as Jean to work with."

"Practical evaluations of material may be needed has been done."

" Its too bad you didn't have time for them to develop their materials today. (that might be good for another session)."

"Gracias!."

"Too little time available; 3 hours was not enough ."



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Vocational ESL at the High School Level

DATE: October 2, 1980 TIME: 12:30 to 2:45 p.m.

PLACE HELD: Benito Juarez High School, Chicago, IL

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

The distinction between pre-vocational and vocational ESL. The development
of VESL activities and materials and a survey of available resources.

PRESENTOR(S) & POSITION(S): Pat DeHesus

HANDOUTS: Coordination of Bilingual Vocational and VESL Curricula with the
"Regular" Vocational Education Curriculum; Identification of Language
for Vocational Training Components; Vocational Objective; Frequency
of English Used in Vocational Education Classes and On the Job;
Adapting Materials; Adapting Reading Passages; Following Instructions;
Comprehension Questions.

NUMBER OF PARTICIPANTS: 19

EVALUATION RESULTS: FAIR GOOD 3.11 VERY GOOD EXCELLENT

FOLLOW-UP: _____



VOCATIONAL ESL AT THE HIGH SCHOOL LEVEL

October 2, 1980

Agenda

- Introduction
- What is Pre-Vocational and Vocational ESL
- Developing VESL activities and materials
- VESL Resources

OBJECTIVES:

1. To introduce the participant to pre-vocational and vocational ESL.
2. To introduce resources and strategies for development of VESL activities.
3. To survey available materials.



Meeting/Workshop: DISTRICTWIDE VESL WORKSHOP

Date:

October 2, 1980

Place Held: Benito Juarez High School, Chicago, IL

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
Alex Bayon	Teacher	Lake View High School	4015 N. Ashland Ave.
Debra Boone	Teacher	Cottage Grove	800 E. 14th St., E. Chicago, Hts. IL
Maria Urquiza	Teacher-Aide	Cottage Grove	800 E. 14th St. E. Chicago, Hts. IL
Alice ESAKI	Teacher-Aide	Senn High School	5900 N. Glenwood 60660
Martha Ratliff	teacher	Senn High School	5900 N. Glenwood 60660
Martha Wagneth	Coordinator	Barren H.S.	2710 E. 89th St.
GESNER Loisian	Teacher	Cottage Grove School	800 E. 14th St. E. Chicago Hts. IL
Clement Garcia	Teacher	Roberto Clemente H.S.	1147 N. Western Ave.
Clement Rodriguez	Coordinator	Roberto Clemente H.S.	1147 N. Western
CHRISTOPHER OLDS	TEACHER	JUAREZ H.S.	2150 S. LAFLIN
Gary Frances Blackwell	Teacher	Juarez H.S.	2150 S. Laflin
Abdul Jener	Teacher	Disney	4140 N. Marine Dr.
John Y. Chen	Teacher	Mathew H.S.	1835 W. Lincoln Ave.
Chen	TEACHER	MATHEW H.S.	
Marylanders	Teacher	Juarez H.S.	2150 S. Laflin St.
Badal P. Khano	Teacher	Senn H.S.	5900 N. Glenwood
Carol Tuckson	Coordinator	Barren H.S.	2550 W. 24th Blvd.



DISTRICTWIDE VESL WORKSHOP

October 2, 1980

Benito Juarez High School, Chicago, IL

(Please type or print)

1877. 5/1 78



Workshop Evaluation

October 2, 1980

Benito Juarez H.S.

Name of Workshop: VESL

1) Did you find today's workshop worthwhile?

Little					Very	
1	2	3	4	5		= 3.11

2) What did you find the most helpful?

"Fearon Pitman's booklet "Job Tips"
"Resources available"
"Teacher interaction on opinions"
"Concrete materials, curriculum, definition of goals-explanation of program at Juarez"
"Most"
"Ideas for incorporating VESL into BL curriculum"
"Adaptive processes to vocational education"
"Materials-new books"
"The use of materials of vocational classes in an ESL environment"
"Philosophy of VESL's concept"
"Discussion"

3) What did you find the least helpful?

"Adapting reading passages"
"General information regarding VESL"
"Breakdown on paragraphs"
"Since I am a bilingual teacher, I think that the information will not help me much"
"Application for a higher level students"
"Keyed to college and community programs instead of high school"

4) Is there something you would like covered in more detail? Please specify.

"Vocational teachers should be given this workshop"
"The specific difference between pre-voc and VESL"
"Other examples job training programs in or outside public schools"
"More breakdown of tasks in Voc. Ed."
"Developing a plan-step by step"
"Use numbering system for a lower level students"
"High school possibilities"

5) Where do we go from here? Please indicate your needs.

_____ I would like another workshop on:

"Material and consultation withing our school and community at Senn High"
"Overall coordination of curriculum in bilingual programs"
"Developing a plan-step by step" "Assessment word samples"



VESL

Benito Juarez H.S.

October 2, 1981

_____ I would like consultative assistance on:

"How to set up a program with assistance of funding"

"Possible voc. training for illiterate LEP students from peasant societies"

6) Which time is most convenient for future inservices?

Weekdays 9 Saturday 1 Day 6 Evening _____

7) Other comments:

"Interesting"

"The presentors were very down to earth and realistic"

"The presentors did an excellent job. Congratulations!"



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Adapting Instruction & Materials for LEP Students

DATE: February 24, March 3 and 10, 1981 TIME: 4:00 to 6:30 p.m.

PLACE HELD: Elgin School District U. 46

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Feb. 24-Language Learning 1st & 2nd - ESL vs. VESL language needs-
Special language features of Spanish speakers & Laotian speakers-
Informally assessing language. Establishing communication -
ESL strategies.

March 3-Approaches to serving LEP students - Adapting instruction for
complexity developing vocabulary- culture capsule & assimilators

March 10-Assignment-Adapt/develop a lesson-adapting testing strategies/
materials. Strategies to help with reading comprehension-sharing
of composite lesson plan

PRESENTOR(S) & POSITION(S): _____

Jeanne Lopez-Valadez, Director BVEP

Cathy Day, University of Illinois-LEP Project

HANDOUTS: Feb. 24- Frequency of English used in Vocational Education classes and
on the Job.
Culture Materials

Upcoming Workshops

Outline

Vocational Objective

Related language for VESL

March 3 and 10- See next page

NUMBER OF PARTICIPANTS: Feb. 24=13 March 3=11 March 10=11

EVALUATION RESULTS: FAIR GOOD VERY GOOD 4.8 EXCELLENT

FOLLOW-UP: Field testing and LEP Conference



Handouts continued

March 3-Suggestions for Working with LEP Students
Map

March 10-The American's Emphasis on Winning
Adapting Materials Exercise
Solicitud de Credito
Adapting Selecting Testing Strategies
Jet Engines (article)
Finding Poor Reader before they find you (article



OUTLINE

February 24, 1981

- a) Language learning -- 1st and 2nd
- b) ESL vs. VESL - language needs
- c) Special language features of Spanish speakers and Laotian speakers
- d) Informally assessing language
- e) Establishing communication -- ESL strategies
- f) Cultural information

Assignment -- Identify vocational language specific to a unit of lesson.

March 3, 1981

- a) Approaches to serving LEP
- b) Adapting instruction for complexity
- c) Adapting instruction for language
- d) Developing vocabulary
- e) Culture capsules and assimilators

March 10, 1981

- a) Adapting materials
- b) Adapting testing strategies/materials
- c) Strategies to help with reading comprehension
- d) Sharing of composite lesson plans

Assignment -- Adapt/develop a lesson.



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop: ELGIN WORKSHOP Date: February 24, 1981

Place Held: Elgin, IL

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
Brenda Ruck	Teacher	Larson	
John H. H.	Asst. Dir. (Admin.)	Elgin High	
Ed Runko	Asst. Teacher	WHS	
Walter Runko	Asst. Teacher	Jefferson High	
Walter Runko	"	Jefferson High	
Walter Runko	Asst. Dir.	CHS	
John Runko	Voc. Counsel	Central Office	
John Runko	Asst. Teacher	Central High	
Bob Tamura	Voc. Co-ord	Central Office	
Walter Runko	Teacher - C.A.M.	Elgin Jr. High	105 Dundee Ave. Elgin, IL 60120
Walter Runko	Ind. Arts	Teffy Jr. High	
Walter Runko	Ind. Ed.	ELGIN HIGH	1200 MARION DRIVE
WARREN ANDERSON	IND ED.	ELGIN HIGH - DRAFTING	1200 MARION DRIVE



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop:

ELGIN WORKSHOP

Place Held;

Elgin, IL

Date:

March 3, 1981

ATTENDANCE LIST

(Please type or print)

[illegible]





ELGIN LEP WORKSHOP SERIES
BVEP-LEP Project
University of Illinois

EVALUATION

1. How useful have the workshops been in meeting your specific needs?

Not At All Useful	1	2	3	4	5	Extremely Useful
				4	5	av. = 4.2

2. Do you plan to use the ideas and the materials presented in the workshops in your own classes?

	Low Probability	1	2	3	4	5	High Probability
1 n/a					4	4	av. = 4.5

If you do not plan to use the ideas and the materials, please explain:

None listed

3. Was the material presented in an organized manner?

Unorganized	1	2	3	4	5	Well Organized
				1	8	av. = 4.9

4. How confident are you about your ability to deal with culturally and linguistically different students--LEP students?

1 n/a	Not At All Confident	1	2	3	4	5	Extremely Confident
				5	2	1	av. = 3.5

5. How would you rate the presenter(s)?

Poor	1	2	3	4	5	Excellent
				1	8	av. = 4.9

6. How would rate the overall program?

Poor	1	2	3	4	5	Excellent
				2	7	av. = 4.8



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Employment Concerns of Non-or LES Persons

DATE: March 12, 1981 TIME: 9:00 to 11:00 p.m.

PLACE HELD: Thornton Community College

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Who are the LESA Students

What are their special needs?: Language, Culture, Career Counseling,
Skill Training.

What can a program do?: Approaches and Resources

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez, Director BVEP

HANDOUTS: NEC Resources

A Survey of Bilingual Vocational Materials

Upcoming Workshops

Suggestions for Working with LEP Students

NUMBER OF PARTICIPANTS: 18

EVALUATION RESULTS: 1 FAIR 5.3 GOOD 7 VERY GOOD 7 EXCELLENT

FOLLOW-UP: _____



REGION 9 CAREER GUIDANCE CENTER

"EMPLOYMENT CONCERNS OF NON-OR LIMITED ENGLISH SPEAKING PERSONS" WORKSHOP

MARCH 12, 1981

8:30 A.M.-NOON

A G E N D A

I REGISTRATION

II WORKSHOP FOCUS

WHO ARE THE LEP?

MODEL PROGRAMS

BILINGUAL VOCATIONAL EDUCATION PROJECT PRESENTATION

GROUP ACTION PLAN TASK

III WORKSHOP EVALUATION

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

BY

JOHN BURNET

IN TWO VOLUMES

VOLUME THE SECOND

THE SECOND PART

OF THE HISTORY

OF THE REIGN

OF KING CHARLES THE FIRST

BY

JOHN BURNET

IN TWO VOLUMES

VOLUME THE SECOND

THE SECOND PART

OF THE HISTORY

OF THE REIGN

OF KING CHARLES THE FIRST

BY

JOHN BURNET

WORKSHOP PARTICIPANTS

EMPLOYMENT CONCERNS OF NON OR LIMITED ENGLISH SPEAKING PERSONS March 12, 1981

Diana Abernathy
Counselor
Eisenhower H. S.
Blue Island, IL 60406

Janet Peterson
Job Placement Counselor
Tinley Park Workshop
Tinley Park, IL

Curtis Crossley
Personnel Mgr.
University of ILL-Circle
1140 S. Morgan
Chicago, IL 60607

Richard Shewmake
Counselor
H. L. Richards H, S.
10601 S. Central
Oak Lawn, IL

Emma Bakeman
Counselor/teacher
District 152
152nd & Myrtle
Harvey, IL 60426

Enid L. Dangerfield
Skills Instructor
Prairie State College
Chicago Heights, IL 60411

Evangelina Luna
Teacher
District 170
Grant School
Chicago Heights, IL

Kathleen Peterson
Teacher
District 170
Greenbriar School
Chicago Heights, IL 60411

Carol Harrington
Teacher
Indo-Chinese Center
TCC-Interim Campus

Marjorie Forsgren
Job Developer
Indo-Chinese Center
TCC-Interim Campus

Mario Saenz
Youth Counselor
Illinois Migrant Council
Chicago Heights, IL

Jorge Febres
Educ. Coordinator
Illinois Migrant Council
Chicago Heights, IL 60411

Tony De La Rosa
Job Developer
Illinois Migrant Council
Chicago Heights, IL 60411

Gloria Jimenez
Vo. Rehab. Counselor
Rehabilitation Institute
Chicago, IL

Nancy Sutton
Vo. Rehab. Counselor
Rehabilitation Institute
Chicago, IL

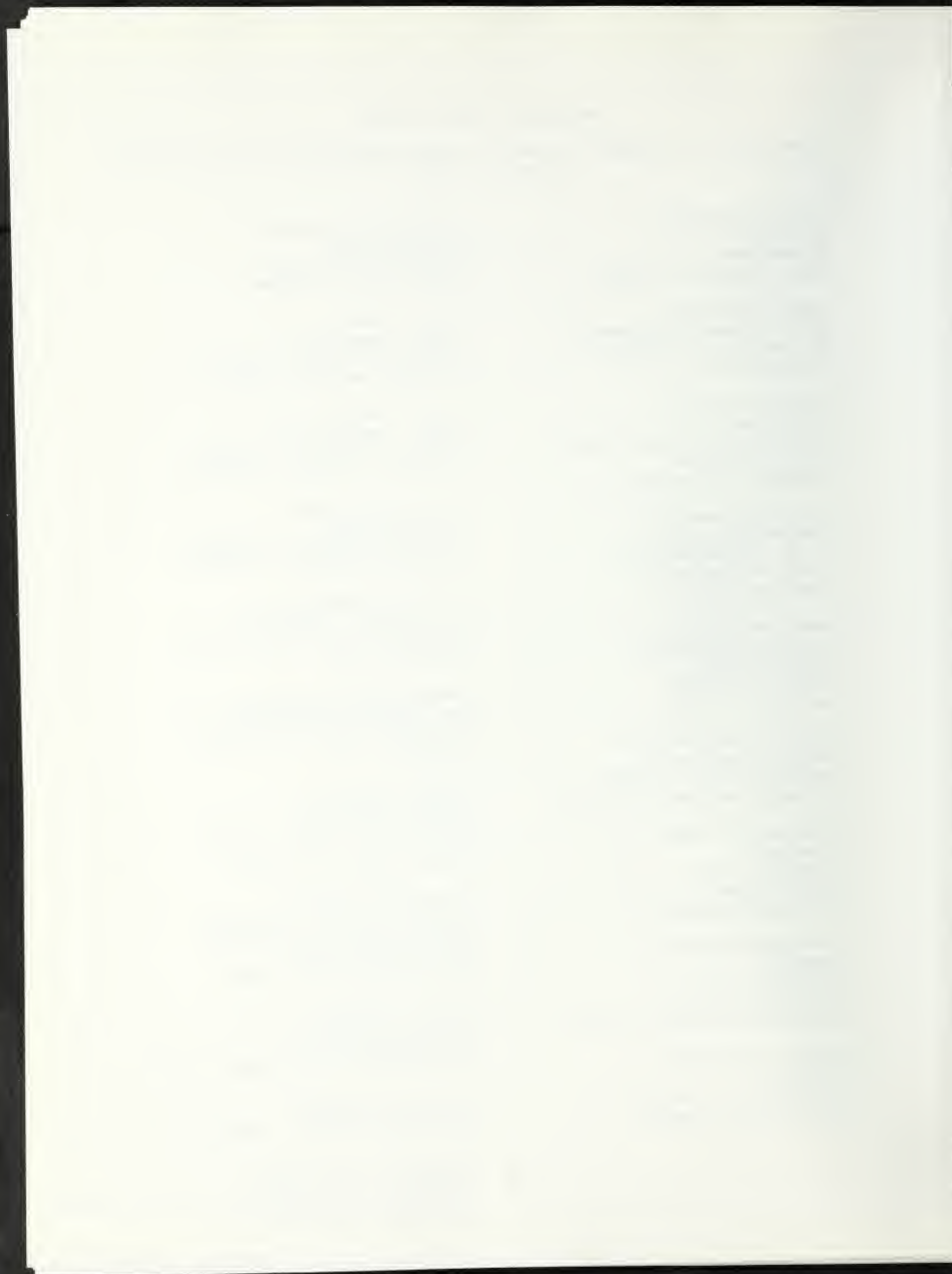
Sylvia Ortiz
Youth Counselor
CEDA Office-Blue Island
2413 York Street
Blue Island, IL 60406

Yolanda Zaragoza
Administrative Assistant
CEDA Office-Blue Island
2413 York Street
Blue Island, IL 60406

Vivian Gibson
School Counselor
Eisenhower H. S.
Blue Island, IL 60406

WORKSHOP LEADER
ANTOINETTE NEAL, ASSIST. DIRECTOR, CCC

WORKSHOP CONSULTANT
JEANNE LOPEZ-VALADEZ
BILINGUAL VOCATIONAL EDUCATION PROJECT
ARLINGTON HEIGHTS, IL



WORKSHOP EVALUATION SUMMARY

EMPLOYMENT CONCERNS OF NON OR LIMITED ENGLISH SPEAKING PERSONS March 12, 1981

1. The objectives of the workshop were: 7=Clearly Evident
- = 5.7
X
2. The organization of the workshop was: 7=Excellent
- = 5.5
X
3. Workshop materials and activities were: 7=Interesting
- = 5.7
X
4. The scope of the coverage was: 7=Adequate
- = 5.5
X
5. My attendance at the workshop should prove: 7=Beneficial
- = 5.8
X
6. Overall, I thought this workshop was: 7=Excellent
- = 5.3
X

The stronger workshop features were: Materials (6); Speakers well informed and enthusiastic(4); Dissemination of resources available (5); Answering questions (1).

The weaker workshop features were: Too brief, should be at least one day long (2); Late start (4); Not answering all questions submitted (1); Not being consulted for our needs and concerns. We attended a lecture (1).

Comments: Jean Lopez-Valadez is very competent and encouraging. I found the workshop beneficial would like to attend more of them. I would like to have more time to exchange ideas with the other participants. I liked Ms. Lopez-Valadez expressions and points of view, enjoyed the workshop very much, looking forward to another of her workshops. Workshop was informative and beneficial. Interesting and beneficial!! I would not have come if I had known that the workshop was based on techniques and bright ideas for teaching ESL and VESL-that is not my area of interest.

THE [illegible] OF [illegible]

BY [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Working With Limited English Speaking Persons

DATE: April 9, 1981 TIME: 9:00 a.m. to 12:30 p.m.

PLACE HELD: Manteno Mental Health Center - Manteno, IL

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

I- Language Issues: Diagnosis, Treatment - Use of bilingual staff - Teaching English

II- Cultural Issues: Perceptions of mental health and institutionalization - different cultural modes of adapting; cross-cultural communication

III- Linkages Issues: Resource agencies/persons in the community, coordinating internal resources - Establishing cooperative arrangements w/comm. agencies.

IV- Planning Issues: Implications for Manteno - Action plan for follow-up.
PRESENTOR(S) & POSITION(S): _____

I) Rafaela Weffer

II) Joe Tobin

III) John Tirado

IV) E. Jeanne López-Valadez

HANDOUTS: Resource Agencies in IL

List of Psychologists

BVEP Brochures

NEC Projects

NUMBER OF PARTICIPANTS: 23

EVALUATION RESULTS: FAIR GOOD VERY GOOD 4.3 EXCELLENT

FOLLOW-UP: Two task force meetings to develop local action plan



Working With Limited English Speaking Persons

April 9, 1981

9:00 a.m. - 12:30 p.m.

Manteno Mental Health Center

Target Audience: Administrators, Case Workers, Teachers, and other Institutional Staff

Goal: This workshop will help clarify issues/problems in providing mental health services to persons who have limited or no English speaking ability. Solutions and resources agencies will be identified.

Topics:

I Language Issues: Rafaela Weffer

- . How does language affect diagnosis, and treatment?
- . How do we communicate and provide help?
- . Should we teach them English? How?

II Cultural Issues: Joe Tobin

- . What are different cultural perceptions of mental health and institutionalization?
- . Is culture causing problems in communication leading to erroneous diagnosis?
- . How can we foster acceptance and self-esteem?

III Linkages Issues: John Tirado

- . What are the ethnic communities like?
- . Are there resource agencies/persons in the community?
- . How do we coordinate internal resources?

IV Planning Issues: E. Jeanne López-Valadez

- . What are the implications for Manteno?
- . What can we (Manteno) do to better serve limited English-speaking clients?
- . What is the next step?



SIGN IN SHEET
STAFF DEVELOPMENT SERVICES

EVENT: Working With Limited
English Speaking Persons

DATE: April 9, 1981

TIME: 9 am to 12:30 pm

NAME PROGRAM & WORKSITE

John Hunter	Clinical	Forbes
F. Bened. J.	"	Forbes
Bill Provis	Res. Lib.	Forbes
Michael Burnett	Drake I, SR 1/2	
Jim Wolf	Cullen 2	
Marianna John	Carroll 2	
Rosemary Jordan	Forbes Center	
Luelle Tordella	Singer 143	
Charlene Swafford	Forbes	
Pat Wilson	Forbes	
Anne Pieperbrink	"	
Sylvia Likes	Central Intake	
Erma Vollen	Cullen T	
Robert Lee Jr.	Cullen 2	
Donald Lee	Drake 1	
Janet Rigazio	Willis I	
Joan Roper	Willis T	
Jamesa Hines	Willis I	
Robert Brown	Willis T	
Reeta Herson	Willis T	
Negri Harned	McDonnell II	
Faye L. Washington	SIR 5 Willis T	
Dorian Gene Wilson	Willis I SIR 5	
John T. Young	Admin	
Harvey Green	Williams	



SIGN IN SHEET

STAFF DEVELOPMENT SERVICES

EVENT: Working with Limited
English Speaking Persons

DATE: April 9 1981

TIME: 9 am to 12:30 pm

NAME

PROGRAM & WORKSITE

NAME Elizabeth Dear

Williams

Charles Peterson

Channel 14

Helen Bernt RN

Cabriel II

Butler's Cephalosid N

Carroll 7/1/

William Thinsden

Carrie

Shirley Taylor

McDowell I

Glenn Price

S R S

Dirpua Skrone

5814 - *N. glutinifolia*



WORKSHOP EVALUATION

Date: April 9, 1981

Place: Manteno Mental Health Center

Name of Workshop Working with Limited English Speaking Persons

Please rate the following aspects
of this workshop:

Poor

Fair

Excellent

- | | | | | | |
|---|----------------------|----------------------|--------------------------------|----------------------------------|---------------------------------|
| 1. Organization/Structure | <input type="text"/> | <input type="text"/> | <input type="text" value="1"/> | <input type="text" value="8"/> | <input type="text" value="12"/> |
| 2. Interest | <input type="text"/> | <input type="text"/> | <input type="text" value="1"/> | <input type="text" value="9"/> | <input type="text" value="11"/> |
| 3. Relevance | <input type="text"/> | <input type="text"/> | <input type="text" value="2"/> | <input type="text" value="6"/> | <input type="text" value="13"/> |
| 4. Overall quality of this workshop | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="4.3"/> | <input type="text"/> |

What did you find the most helpful?

see next page

What did you find the least helpful?

see next page

Is there something you would like covered in more details? Please specify.

see next page

Where do we go from here? Please indicate your needs:

see next page

_____ I would like another workshop on:

_____ I would like consultative assistance* on:

* Name: _____



Workshop Evaluation -- April 9, 1981

What did you find the most helpful?

"The way in which the group was structured. The sharing of ideas; feeling of accomplishment. One of the most productive workshops I have attended in a long time"

"The list of resources. The talk on cultural aspects by the first gentleman"

"Relation between culture and language"

"Awareness of cultural differentiation"

"It was all quite helpful and well organized"

"Lecture"

"Learning more about the various cultures and about the resources available. I also gained a better understanding of other people and how they adjust to American society"

"The discussion on languages and cultural aspects"

"Future planning for this facility"

"Talk on language"

"Review of cultural considerations re: ways of expressing pain"

"Planning at end"

"Learning about the different resources for our culturally handicapped people"

"Insight into problems of foreign speaking people. Cultures etc."

"The material on cultural behavior or norms"

What did you find the least helpful?

"Hopefully the ideas presented can be elaborated"

"Linkage methods and opportunities were not specif enough and too much identified"

"The discussion about Pilsen services"

"Nothing"

"Everything was helpful-Can't think of anything that wasn't helpful at this time"

Is there something you would like covered in more details? Please specify.

"The entire wokshop was most informative"

"Yes, more about the various cultures of our clients"

Lecture material in the various areas"

Cultural problems including those related to language-specific care studies"

"I would like to see a follow-up meeting (before we go on to anything else) and discuss our progress on the issues discussed today"

11 I would like another workshop on:

"Various cultures that are represented at MMHC and how to deal with them"

"Inservice workshops on important aspects of various cultures including language, body language etc."

"Would like to have workshops from other agencies for other languages"

"Question 3 above"

"Cultural differences and how to deal with them"

"Inservices on cultures of residents who have limited English"

"Continuation of toda's workshop-maybe focusing on training aids and demonstrative techniques"

2

I would like consultative assistance on:

"Three aspects: Language, Culture, and Linkade"

"Teaching GED to LED - How to help illiterate LED persons"



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Resources for Administrators

DATE: April 30, 1981 TIME: 1:00 to 2.00 p.m.

PLACE HELD: Louis Joliet Renaissance Center

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Identification of strategies and resources for program development and
staff development.

PRESENTOR(S) & POSITION(S): _____

Jeanne Lopez-Valadez, Director BVEP

HANDOUTS: Staff Development

Program Development

Resources for Program Development and Implementation

NEC Resources

Resources Agencies

BVEP Brochure

VESL Handbook

Vocational Education for LEP-A Handbook for Administrators

Bibliography of Bilingual Materials for Career/Vocational Education--
A List of Library Holdings.

NUMBER OF PARTICIPANTS: 8

EVALUATION RESULTS: FAIR GOOD X VERY GOOD EXCELLENT

FOLLOW-UP: Mailing of workshop notes



VOCATIONAL EDUCATION
FOR LIMITED ENGLISH PROFICIENCY STUDENTS

LEP Project
Department of Vocational
and Technical Education
University of Illinois

School of Technical Careers
Southern Illinois
University at Carbondale

Sponsored in Cooperation With

Illinois State Board of Education
Department of Adult Vocational
and Technical Education

Louis Joliet Renaissance Center
Joliet, IL
April 30, 1981

A G E N D A

- 8:30 - 9:00 REGISTRATION - COFFEE
- 9:00 - 9:30 OPENING SESSION
- DAVTE Staff - Fran Boyd
Sharon Full
Peggy Poole
John Washburn
- 9:30 - 10:30 OVERVIEW: Research and Development/DAVTE Limited
English Proficiency (LEP) Projects
- 10:30 - 10:45 BREAK
- 10:45 - 11:45 GENERAL SESSION: "Business Education for Career Advancement"
by Ron Pearlman, Northwest Educational
Cooperative
- 12:00 - 1:00 LUNCH ON YOUR OWN
- 1:00 - 2:00 SMALL GROUP SESSIONS
- Session A: Development of VESL Materials: Where do I start?
Ballroom Patricia Menges - Waubensee Community College
Muriel Canfield - School of Technical Careers, SIU
- Session B: Peer Tutoring: How do we use tutors in the classroom?
Classroom 1 Jose Rodriguez - Benito Juarez High School
Elizabeth Maschwitz - Truman College



Session C: Resources for Administrators: What, who, where?
 Classroom 2 Jeanne Lopez-Valadez - Bilingual Vocational Education Projects:
 Northwest Educational Cooperative
 Cookie Batsche - Illinois State University

Session D: Adaptation of Vocational Education Materials: How is it
 done?
 Classroom 3 Michael G. Kelly - Waubensee Community College

2:00 - 2:15 BREAK

2:15 - 3:15 SMALL GROUP SESSIONS

Session A: What & How for the LEP Student: Minimum Competencies required?
 Ballroom Larry Hepburn - School of Technical Careers
 Masako Shin - SIU, Carbondale

Session B: Recruiting the LEP Student: How to get them and keep them in
 vocational education programs.
 Classroom 1 Francisco Ortiz - Benito Juarez High School
 Elizabeth Maschwitz - Truman College

Session C: Part 1 - Developing Inservice Activities
 Classroom 2 Part 2 - Programmatic Concerns
 University of Illinois - Juan Callejas
 Rose Mary Cordova
 Cathy Day
 Juan Gonzalez

3:05 - 3:30 QUESTIONS AND ANSWERS

3:30 - 4:00 INTERACTION WITH AUTHORS: Your chance to discuss specific
 program areas, development of
 materials, and other concerns.



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop: Resources for Administrators

Date:

April 30, 1981

Place Held: Louis Joliet Renaissance Center

ATTENDANCE LIST

(Please type or print)

[illegible]



EVALUATION

Joliet Conference

Many of the respondents only filled in the first two items, and some of the open-ended questions. Totals are given for both Nos. 1 and 2. (Note that in some of the responses to No. 1, the word "specific" had been underlined.) Suggestions are listed by each question number. There were some respondents who rated the small group sessions, but didn't identify them, and others where there was only one or two respondents for each session. Thus, I have not included them in the tabulations, as there was not a representative sample.

1. How useful has the workshop been in meeting your specific needs?

Av. --3.5 Not at all Useful

1	2	3	4	5
0	2	10	5	4

 Extremely Useful

2. How would you rate the overall program?

Av. --4.1 Poor

1	2	3	4	5
0	1	4	7	9

 Excellent

4. What specific things were most useful to you in the Conference?

- Description of materials
- Getting resource persons names and addresses
- Definition of VESL, seeing what materials were available, learning about adapting mainstream vocational materials
- Clarifying expectations for VESL students
- Lists of resources, including programs of vocational education
- Reinforcing some of my beliefs and hunches
- Learning about who's doing what in NEC, etc. so we know specifically who to contact for what
- Session on VESL materials

5. What kinds of things are needed for students in your district?

- Materials that are ready to use
- VESL for specific trades
- A more coordinated BL/Voc. Ed. program on H.S./Jr. Hi Level
- Someone to translate and tutor
- Materials in the native languages
- The LEP programs presented today



- Job developers
 - VESL materials and adapted Voc. Ed. materials
 - Definitely Voc. Ed.
 - Textual materials in VESL
 - Ready to use material
6. What kind of workshops would you like to see in the future? Where?
- "How to" adapt Voc. Ed. materials
 - More technical assistance
 - Many things are just coming out--would like to see it on a workshop basis and review program funding source
 - Problem-solving and idea exchange
 - Specific on curriculum
 - Career counseling (especially for females)
 - Materials Development
 - Northern or Central Illinois
7. What specific suggestions do you have for future/follow-up activities?
- Materials Development workshops
 - Joint meetings of Voc. & ESL teachers
 - A better linkage w/bilingual sections of ISBE and w/other related agencies in beefing up your agenda to provide practical workshops for Voc. Ed., bilingual and other personnel
 - Newsletter excellent idea
8. What services can we provide in the future?
- VESL materials for the student
 - Consultant
 - Bilingual materials



9. How did you find out about the Conference?
- Vocational Ed. Director of our school district (2)
 - Mailed brochure (2)
 - Brochure given me by our Voc. Ed. Counselor
 - District Vocational Coordinator
 - Supervisor (2)
10. How would you describe your role in serving LEP students in Vocational Education (e.g. Administrator, Vocational Teacher, ESL/Bilingual Teacher, Counselor, etc.)
- Vocational teacher (3)
 - Administrator (1)
 - ESL teacher (1)
 - VESL Teacher (2)
 - Curriculum Developer (1)
 - Counselor (1)
 - Tutor & Tutorial Supervisor (1)
 - Bil. Teacher/ Coordinator of Jr. Hi/H.S. Program (1)
 - Coordinator of Field Service for Midwest National Organization Desegregation Center (1)

PLEASE GIVE US ANY OTHER COMMENTS YOU THINK WOULD BE PERTINENT

Suggestions of high schools that we could visit where they are teaching LEP students in vocational education courses

Next time, a map and parking directions, please

Skip research results--not helpful

I visited with Janice Mostaufi (Springfield). She seems to be an excellent resource person-speaker?



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Bilingual Vocational Materials Development Workshop

DATE: May 21, 1981 TIME: 9:00 a.m. to 2:30 p.m.

PLACE HELD: NEC

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

Introduction and Needs Assessment, Identifying Existing Resources,
Determining Language, Content, User and Format, Material Review and
Language Identification, Avoiding Copyright Problems, Evaluating and
Pilot-testing of Materials, Use of MiniGrants and other Funding for
Materials Development. The Participants also had the opportunity to
visit the NEC Library.

PRESENTOR(S) & POSITION(S): _____

Jeanne López-Valadez (BVEP)

Pat DeHesus (IAIRC)

Rick Robinson (NEC)

Masako Shin - School of Technical Careers -SIU

Rebecca Douglass - ECCMC

Mike Kelly and Patricia Menges - Waubensee Community College

HANDOUTS: Curriculum Assessment

"A Survey of Bilingual Vocational Materials"

Frequency of English used in Voc.Educ.Classes and on the Job

Coordination of Bil.Voc.and VESL Curricula with the "Regular" Voc.Ed.Curriculum

Vocational Objective: The Student will be able to correctly prepare...

Related Language for VESL

Slide-Tray Loading - Where do Visual Ideas Come From, and How Do You Keep Them
Alive? Make the Most of Your Projection Room! (Library)

NUMBER OF PARTICIPANTS: 22

EVALUATION RESULTS: FAIR GOOD VERY GOOD 4.7 EXCELLENT

FOLLOW-UP: Consultation, library services and field testing of resources



HANDOUTS continued

Sample Request for Permission

New Technical Vocabulary

Putting the V in VESL

Technical English Test

Strategies for Adapting and Developing Vocational Materials for LEP Students

How to Read a Micrometer

TE 151 (LEP)

Concerns in Producing Mediated Materials



BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT WORKSHOP

Agenda

May 21, 1981

- 9:00 a.m. Introduction and Needs Assessment
- 9:15 Conducting a Needs Assessment
Jeanne López-Valadez - BVEP
- 9:30 Identifying Existing Resources
Jeanne López-Valadez - BVEP
Pat DeHesus - Illinois Adult Indochinese Refugee Consortium
- 10:00 Determining Language, Content, User and Format
Masako Shinn - School of Technical Careers-SIU
Mike Kelly - Waubensee Community College
Patricia Menges - Waubensee Community College
- 10:45 Break
- 11:00 Group Activities - Material Review and Language Identification
- 11:45 Concurrent Sessions
a) Library
b) Producing Media Materials
Rick Robinson - NEC Library
- 12:15-1:00 p.m. LUNCH
- 1:00 Concurrent Sessions
a) Library
b) Developing Vocational Language Material
Pat DeHesus - IAIRC
- 1:30 Avoiding Copyright Problems
Rebecca Douglass - East Central Curriculum Management Center
- 2:00 Evaluating and Pilot-testing of Materials
Jeanne López-Valadez - BVEP
- 2:15 Use of Mini Grants and other Funding for Materials Development
Jeanne López-Valadez - BVEP

- GOALS: To introduce participants to a process for materials development or adaptation.
- To provide participants with sample resources and formats for materials development/adaptation.
- To provide an opportunity for problem-solving concerns in curriculum development.
- To provide an opportunity to visit the Northwest Educational Cooperative library.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

THE FIRST

FROM THE

ORIGINAL MANUSCRIPTS

IN THE

POSSESSION OF

THE

LIBRARY OF

THE

UNIVERSITY OF

OXFORD

PRINTED BY

JOHN BURNET

OF THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

THE SECOND

FROM THE

ORIGINAL MANUSCRIPTS

IN THE

POSSESSION OF

BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop:

BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT
WORKSHOP

Date:

May 21, 1981

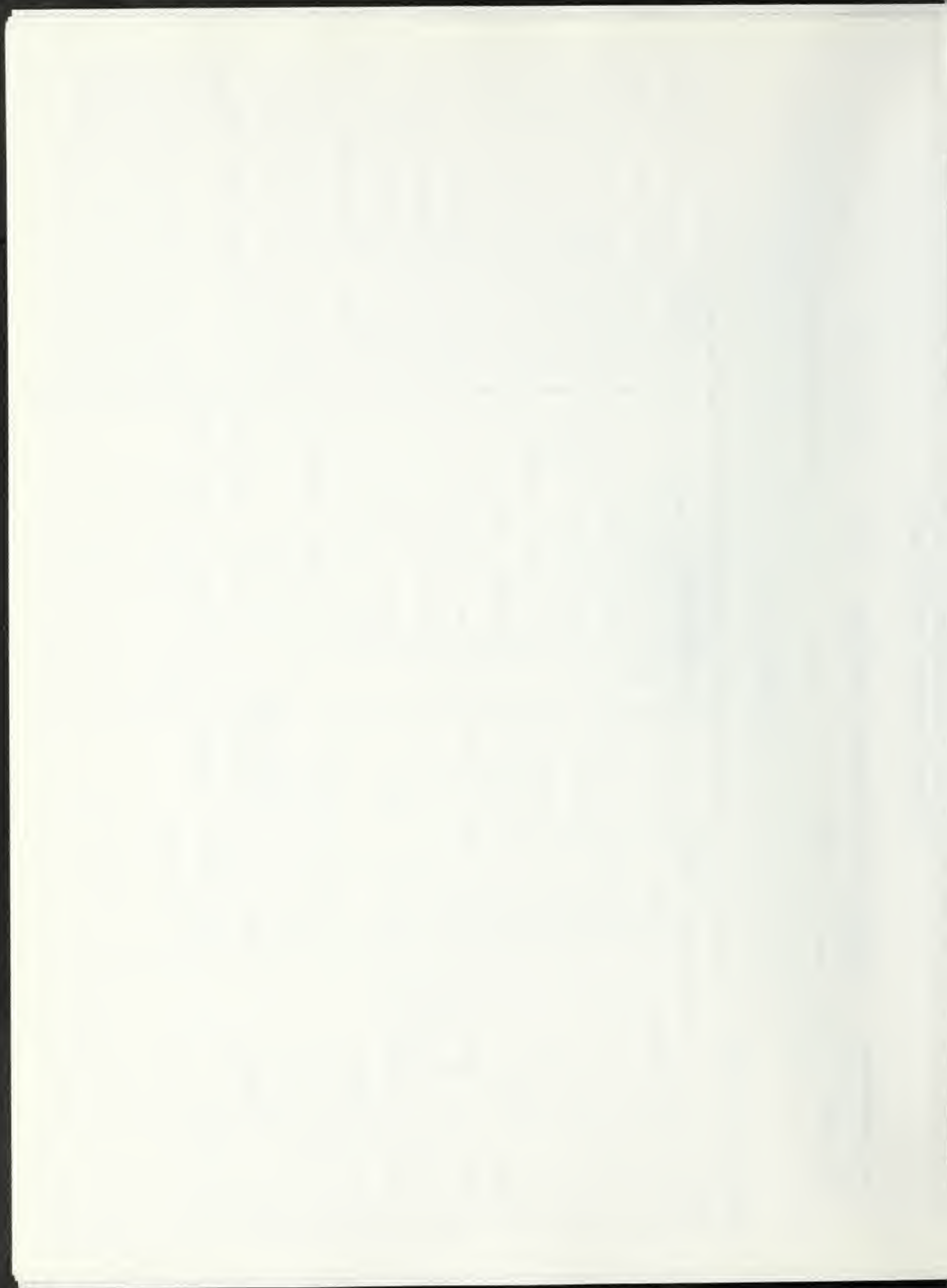
Place Held:

NEC

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
Paul J. Kase	T.V. Producer	Clemente H.S.	1147 N. Western, Chicago
Caroline Bohlander	Bilingual Coordinator	Eisenhower H.S.	12700 S. Sacramento, Blue Island
Julio Cruz	ESL TEACHER	CLEMENTE H.S.	1147 N. Western Ave.
PAUL ROJAS	TECH. INSTR	Clemente H.S.	1147 N. Western Ave.
Gloria Blake	Busin. Teacher	Clemente H.S.	1147 N. Western Ave.
Joseph L. Aguirre	Tech. Dept Chairman	Clemente H.S.	1147 N. Western
Miriam C Lykke	ESL	Senn H.S.	5900 N. Glenwood
Marilyn Solomon	BIL'D. COOR.	Senn H.S.	5900 N. Glenwood
Alice Esaki		Senn H.S.	5900 N. Glenwood
And. Anderson	East Central Network Technical Asst	East Central Network	Jangamon St. Univ, Spfld, IL
Julie Weissman	ESL Coordinator	Triton College	2000 5th Ave. River Grove, IL
Patricia Manges	VEEL Curriculum Developer + Instructor	WAUBONSEE COMM. COLL	H. RT. 47 at Hacker Rd. Sugar Grove, IL
M. Ke Kelly	LEP PROJECT DIRECTOR	Waubensee Comm. College	" " " " " " " "
Julia H. H. H.	Educator	Triton Coll Ctr	Box 99 Pontiac IL 61764
Carolyn S. H. H.	Director	Pontiac Coll (it)	Box 99 Pontiac IL 61764
Sarah Braggman	Advisor	Triton College	2000 5th Ave River Grove 60171
17/2/81		Triton College	" "



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop:

BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT

Date:

May 21, 1981

Place Held;

NEC

ATTENDANCE LIST

(Please type or print)

[illegible]



B V E P W O R K S H O P

Date: May 21, 1981

Place: BVEP

Name of Workshop Bilingual Vocational Materials Development Workshop

Please rate the following aspects
of this workshop:

Poor Fair Excellent

1. Organization/Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Overall quality of this workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Was there something you would have liked covered in more detail? Please describe.

see next page

What was the best part of this workshop?

see next page

What would you eliminate from this workshop?

see next page

Other comments:

see next page



Cummulative Evaluation

Bilingual Vocational Material Development Workshop

Was there something you would have liked covered in more detail? Please describe.

"Assessment"

"Media presentation should have used more AV materials."

"Resource identification for Spanish-speaking adults"

"The actual, 'how to' develop materials"

"Would have liked a step-by-step method of developing materials-of each type-
Prè-voc. and VESL and vocational adapted?"

What was the best part of this workshop?

"The handouts from Waubonsee C.C."

"Pamphlets from different sources and locations in the country."

"Producing Media Materials Language, content, user and format session overview at beginning."

"The ability to see and evaluate various programs now being used."

"Copyright problems. Library visitation."

"Section on copyright laws and the Waubonsee C.C. presentation."

"Copyright information"

"Questions/answer"

"Copyright and review of various materials."

What would you eliminate from this workshop?

"Technical vocabulary discussions."

"Producing Media Materials needed to use examples audio-visual aids."

"Too many topics, presentors."

"Media development presentation."

Other comments:

"It was all good-including lunch, hospitality and general "ambience."

"Good: useful, concrete information."

"I really enjoyed the workshop and feel that it will be of help to me in the future."

"Perhaps less topics and more detail on the topics chosen. More time on materials review."

"Could a workshop be planned around the participants' area of specialization: i.g. workshop for vocational instructors in a given trade/skill area; VESL planning/development for ESL instructors?"

"It seems that the trend is toward Adult Education maybe the language can be more advanced, in both languages. Night school in Chicago is a success at least at Clemente, and a large majority is leaning toward learning English. A survey might be in order to find out how young adults are working and going to school at night for the purpose of learning English."



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Bilingual Career /Vocational Education

DATE: June 24, 1981

TIME: 6:30 to 9:00 p.m.

PLACE HELD: Northwest Educational Cooperative

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: _____

An overview in career, vocational and bilingual vocational education.

Special needs of the LEP

Program models and available resources

PRESENTOR(S) & POSITION(S): Jeanne López-Valadez, Director BVEP

HANDOUTS: Definitions

Survey of Bilingual Vocational Education Materials

Resource Agencies

Coordination Activities

Resources for Program Development and Implementation

Coordination of Bilingual Vocational and VESL Curricula with the
"Regular" Vocational Education Curriculum

NUMBER OF PARTICIPANTS: 12

EVALUATION RESULTS: FAIR GOOD VERY GOOD 5 EXCELLENT

FOLLOW-UP: Additional presentations by other projects



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop: Bilingual Career/Vocational Education

Date:

June 24, 1981

Place Held; _____ NEC _____ 6:30 to 9:00 p.m.

ATTENDANCE LIST

(Please type or print)

[illegible]



EVALUATION
CAREER GUIDANCE CENTER

HOW APPROPRIATE WAS THE PROGRAM IN TERMS OF YOUR EXPECTATIONS?

Very appropriate

9	2	1		
---	---	---	--	--

Inappropriate

HOW APPLICABLE TO YOUR NEEDS WOULD YOU RATE THE PROGRAM CONTENT?

Very Applicable

7	3	1	1	
---	---	---	---	--

Inapplicable

WAS THE AMOUNT OF MATERIAL PRESENTED APPROPRIATE?

Very Appropriate

10	2			
----	---	--	--	--

Inappropriate

HOW MUCH DO YOU FEEL YOU LEARNED?

More than anticipated

8	3		1	
---	---	--	---	--

Less than anticipated

TO WHAT DEGREE WILL WHAT YOU HAVE LEARNED AFFECT YOUR PERFORMANCE IN YOUR JOB?

Considerable

6	5			
---	---	--	--	--

Very little

1 Non-applicable

HOW WOULD YOU RATE THE PRESENTER(S)?

Excellent

12				
----	--	--	--	--

Poor

HOW WOULD YOU RATE THE PROGRAM OVERALL?

Excellent

11		1		
----	--	---	--	--

Poor

HOW WOULD YOU LIKE TO SEE THE CAREER GUIDANCE CENTER FOLLOW-UP ON THIS WORKSHOP?

"I'd like to see more emphasis on the social aspects of vocational career guidance"
"Come to see my school"

WHAT OTHER TYPES OF WORKSHOPS WOULD YOU LIKE TO SEE THE CAREER GUIDANCE CENTER PROVIDE?

"Increase Summer activity and becoming more community involved"



WORKSHOP REPORT

☐ Statewide
☐ Regional
☐ Program Workshop
☐ Conference
☐ Other--Illinois
☐ Other--Out-of-State

WORKSHOP TITLE: Career Education and Foreign Language Instruction

DATE: July 1, 1981 TIME: 10:30-12:30

PLACE HELD: Northeastern Illinois University

SUMMARY OF SUBJECT MATTER COVERED BY WORKSHOP: Overview of career, vocational,
and bilingual vocational education; outline of elements and outcomes
of career education; combining career education and language objectives
and activities, sample resources.

PRESENTOR(S) & POSITION(S): Jeanne López-Valadez

HANDOUTS: Definitions
Bibliography of Career Materials
NEC Resources
Some Occupations . . .
Infusion Activities
Career Activities in ESL

NUMBER OF PARTICIPANTS: 28

EVALUATION RESULTS: FAIR GOOD VERY GOOD 4.2 EXCELLENT

FOLLOW-UP:



BILINGUAL VOCATIONAL EDUCATION PROJECT

Meeting/Workshop: "Career Education and Foreign Language Instruction" Date: 07-01-81

Place Held: Northbrook, Ill.

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
CARMEN E. REYES	Tchr.	DISNEY MAGNET	4140 N. MARINE DR.
Pamela Persons	Tchr.	Disney Magnet	4140 N. Marine Dr.
Regina C. ...	Teacher	St. Clemente High School	1147 N. Western Ave
Eleonora Lewandowski	Teacher	Taft High School	6545 N. Harvard Avenue
Chris Matishak	Teacher	Lincoln Park High School	2023 N. Cleveland St
Antonia Kentros	Teacher	Sayre Language Center	1850 N. Newland
Janet Docktor	Teacher	Sayre Language Center	1850 N. Newland
William M. Neil	Teacher	Skinner Classical School	111 S. Throop
Karen M Kus	Teacher	Kanoom Magnet School	4675 N. Manor (Chi: 60625)
Shirley Mizuno (Mizuno)	Teacher	La Jolla Magnet (Cal.)	1734 N. (Chi: 60614)
Monty ...	Teacher	Murray Language Academy	5335 So. Kenwood Chop.
James Darby	Teacher	Murray Language Academy	5335 S. Kenwood, Chgo, 60615
		"	"
		Corbin Lang. Center	4655 N. Corbin (Chi: 60625)
		Hubbard High	711 S. La Pl. Ch.
		HUBBARD HIGH	6200 S. HAMLIN - CHGO



Meeting/Workshop: _____

Date: _____

Place Held: _____

ATTENDANCE LIST

(Please type or print)

NAME	POSITION	ORGANIZATION	ADDRESS
Melinda Mitchell	TEACHER-TUTOR	Office of Special Programs	CB-113 - 5811 So. Ellis
LEARNA S. BREWER	Teacher	Okgo Bd. Education	228 N. La Salle
Stephen Thompson	Teacher	Chicago Bd. Education	7808 S. Emerald Ave.
Alexander Repkin	Teacher Russian	Chicago Bd. Ed. H.S.	6631 N. Broadway
Valentina	Italian Teacher	" " " " " "	1107 N. Woodlawn
Valeria	Teacher Spanish	Chicago Bd. Ed. H.S.	9374 Landon St. N - 60617
Francesca	Spanish Teacher	Chicago Bd. Ed. Harper H.S.	4954 Blackstone
Phyllis	Teacher	Chicago Bd. Ed. H.S.	6555 S. Wood
Jan Selye	"	Chicago Bd. Ed. H.S.	13100 S. Dotley
W. H. Thompson	"	Chicago Bd. Ed. H.S.	8624 S. Harrison



WORKSHOP EVALUATION

Date: July 1, 1981

Place: Northeastern Illinois University

Name of Workshop: Career Education and Foreign Language Instruction

1) Did you find today's workshop worthwhile? little 1 2 3 4 5 very=4.2

2) What did you find the most helpful?

"Numerous options in career education."

"The presentation and materials."

"Bibliography."

"Comparing your likes and your career."

"Resource Materials."

"Availability of such a variety of materials."

"Nothing in particular - everything will be useful. It was interesting to see that there are so many materials available."

"Resources available."

"The information about career education and the materials."

"To know about all the material available."

"Materials available."

"all."

"Viewing materials, activities."

"In generally becoming aware of what's available and where to find it."

"The units for the 10 week sessions that you developed."

"Names of diff. activities - games, etc. very interesting and helpful comments on careers!"

"Materials listing"

"General orientation to the area plus statements of goals for various educational levels."

"Resources."

"Talking with colleagues about career choices."

"Everything was helpful."

3) What did you find the least helpful?

"The speaker spoke too fast and presented the materials at too rapid a pace."

"Discussion of my personal history."

"Fast descriptions of materials I didn't have."

"N.A."

"Everything was helpful."

"none."

"Everything was helpful to me."

"none."

"all."

"It was all pretty good."

"nothing."

"The two tasks we engaged in."

"Lecture."

"Brief looks at materials that we (or won't) be able to look at later."



WORKSHOP EVALUATION CONTINUED"

Date: July 1, 1981

Place: Northeastern Illinois University

4) Is there something you would like covered in more detail? Please specify.

"How can Foreign Language Teachers get counselors to be more helpful?"

"No - each one must do more research."

"How to use materials."

"Classroom activities using target language."

"Possibility of more languages."

"Closer look at materials."

"Basic orientation in professional areas."

"No."

"None."

"Not that I can think of right now."

"Activities."

"More brochures passed out, preferably a more extensive bibliography."

"Time to peruse materials."

"Activities to do w/language students."

"no."

"Resources."

"still have difficulty understanding how to integrate career awareness into class."

"I would like to have source of that material in hand."

"What companies hire bilingual people? What politicians are doing something about getting foreign languages back in the schools?"

5) Where do we go from here? Please indicate your needs.

7 I would like another workshop on:

"Careers in foreign language for proficient language speakers."

"Activities to promote the learning of foreign language."

"More materials at school."

"Educational awareness."

"My school."

"Careers - but more emphasis."

"Careers for the 80's"

6 I would like consultative assistance on:

"How to obtain all these materials. Where they are available and how to utilize them."

"Careers in foreign language for proficient language speakers."

"Where to obtain materials."

"On elementary students career awareness."

"Availability of future job market."

"Preparing students for ordinary job interview and awareness of exact places and procedures for them."

6) Which time is most convenient for future inservices?

Weekdays 10 Saturdays 4 Day 2 Evening 1

7) Other Comments:



WORKSHOP EVALUATION CONTINUED:

"I enjoyed it."

"Loads of material - well organized. It got me thinking."

"None. The presentation was very clear and very interesting."

"More interaction with group as far as the background of the participants."

"I appreciated the presentation because through it I have become aware of this field of careers."

"Excellent presentation."

"Where are you located? When can we visit your facilities?"

"Presenter was well-prepared."

"Be on time and adapt to audience."

"Could have been shorter."



APPENDIX C

PRESENTATION REPORTS



PRESENTATION REPORT

PRESENTATION TITLE: Cultural Immersion Administrators Meeting

EVENT: _____

DATE: September 30, 1980

TIME: 6:30 to 7:30 p.m.

PLACED HELD: Howard Johnson's, Palatine, IL

SUMMARY OF SUBJECT MATTER COVERED BVEP services, LEP project overview, funding--
state and federal, and national activities in bilingual vocational
education.

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: BVEP Brochure

Suggested Services for Vocational Students with Special Needs

Chart I: Funding Source: Ed. Amendments of 1976. Title II-Voc.Ed.

Resources at BESC

NABE Vocational SIG News

NUMBER OF PARTICIPANTS: 6

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Resources for the Hispanic Business Person

EVENT: Seminario Pre-Comercial/Pre-Business Workshop

DATE: October 7, 1980

TIME: 8:30 to 9:00 a.m.

PLACED HELD: Truman College

SUMMARY OF SUBJECT MATTER COVERED

BVEP Services and resources, Bilingual Vocational training opportunities

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: BVEP Brochure

SMA'71 Que hacer antes de empezar un negocio.

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649

BY JOHN BURNET

1652

LONDON: Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard, 1652.

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649

BY JOHN BURNET

1652

LONDON: Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard, 1652.

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649

BY JOHN BURNET

1652

LONDON: Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard, 1652.

THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649

BY JOHN BURNET

1652

PRESENTATION REPORT

PRESENTATION TITLE: Limited English Proficiency

EVENT: Materials Dissemination Workshop

DATE: October 14, 1981

TIME: (45 minutes presentation)

PLACED HELD: Northern Illinois University

SUMMARY OF SUBJECT MATTER COVERED

PRESENTER(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: BVEP Brochure

Identification of Language for Vocational Training Components

Needs of Limited English-Speaking - Re: Their Role as Workers

Suggestions for Working with LEP Students

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Strategies for Serving Limited English Proficiency Students
In Vocational Education.

EVENT: 2nd Annual State-Wide Conference for Increasing the Participation of
Minorities in Vocational Education.

DATE: November 14, 1980 TIME: 10:45 a.m. to 12:15 p.m.

PLACED HELD: Conrad Hilton

SUMMARY OF SUBJECT MATTER COVERED

PRESENTER(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: Coordination Activities

Solicitud de Credito

Suggestions for Working with LEP Students

Handbook for Administrators

BVEP Brochure

NUMBER OF PARTICIPANTS: 5

FOLLOW UP:



PRESENTATION REPORT

PRESENTATION TITLE: "Preparing Students for the World of Work"

EVENT: Bilingual Education in Illinois: Agenda for the 80's

DATE: December 12, 1981 TIME: 3:30 to 4:30 p.m.

PLACED HELD: The Conrad Hilton, Chicago

SUMMARY OF SUBJECT MATTER COVERED

LEP needs' introduction to vocational education, career education
and VESL; coordination between bilingual and vocational teachers;
and available resources.

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: NEC Resources

Coordination Activities

"Expanding Bilingual Vocational Education"

"A Survey of Bilingual Vocational Materials"

"Survey of Bilingual Vocational Education Materials"

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: LEP Proposal Development

EVENT: _____

DATE: January 30, 1981

TIME: 10:30 to 12:00 p.m.

PLACED HELD: Springfield, IL

SUMMARY OF SUBJECT MATTER COVERED _____

PRESENTOR(S) & POSITION(S): _____

HANDOUTS: _____

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Sub-Regional Meetings

EVENT: _____

DATE: February 3,4, 1981

TIME: 10:00 to 10:15 a.m

PLACED HELD: Feb. 3, Englewood High School and Feb. 4, Roosevelt High School

SUMMARY OF SUBJECT MATTER COVERED BVEP's provision of support services
to vocational programs desirous of serving the LEP population; work
with vocational teachers, administrators, bilingual staff, counselors,
throughout Illinois; and, what resources are available at NEC.

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez, BVEP Director

HANDOUTS: Upcoming Workshops

NEC Resources

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Limited English Proficiency

EVENT: Materials Dissemination Workshop for the Chicago District 299

DATE: February 11, 1981

TIME: 1:30 to 3:00 p.m.

PLACED HELD: Center for Urban Education

SUMMARY OF SUBJECT MATTER COVERED To improve the quality and quantity
of vocational program opportunities for handicapped and disadvantaged
youth. To disseminate materials developed. To introduce the services
available to local teachers, administrators, and counselors.

PRESENTOR(S) & POSITION(S): Jeanne Lopes-Valadez - BVEP

Jose Rodriguez-Benito Juarez H.S.

HANDOUTS: Bibliography of Bilingual Materials for Career/Voc. Ed.--A List of BESC
Library Holdings
Vocational Education for the Limited English-Speaking: A Handbook for
Administrators
Upcoming Workshops

NEC Resources

BVEP Brochure

NUMBER OF PARTICIPANTS: 10

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: East Central Curriculum Management Center Meeting

EVENT: _____

DATE: February 24, 1981 TIME: 3:00 to 4:00 p.m.

PLACED HELD: NEC

SUMMARY OF SUBJECT MATTER COVERED _____

Overview of NEC

Overview of BVEP

Overview of Library

Overview of BVEP Collection

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez, Director

HANDOUTS:	Annotated Bibliographies	ICC Brochure
	IL ESL/ABE Service Center Brochures	NEC Resources
	IAIRC Posters and brochures	Upcoming Workshops
	Administrators Handbook	Network News
	BVEP Brochure	ESL/AE Annotated Bibliography of Adult ESL Inst. Materials
	ESL/AE Publications Price Lists	

Curriculum Materials for Bilingual and Multicultural Ed.-An Annotated Biblio.
Indochinese Center for Materials Develop. & Training - An Annotated Biblio.
of Indochinese Materials.

NUMBER OF PARTICIPANTS: 11

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Models To Serve Limited English Proficiency Students

EVENT: IVA-DAVTE Mini Workshops

DATE: February 27, 1981 TIME: 4:00 to 5:20 p.m.

PLACED HELD: _____

SUMMARY OF SUBJECT MATTER COVERED Program models, projects, curriculum and
technical assistance available.

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

Bob Brudd Juan Carlos Gonzalez

Elizabeth Maschwitz

Mike Kelly

Muriel N. Canfield

HANDOUTS: NEC Resources

Upcoming Workshops

BVEP Brochures

LEP Projects

Network News

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: "Strategies & Resources for Serving the Limited English Speaking Student"

EVENT: Kane County Workshop

DATE: March 2, 1981 TIME: 12:15 to 1:30 p.m.

PLACED HELD: Kaneland High School and Mid-Valley Area Vocational Center

SUMMARY OF SUBJECT MATTER COVERED _____

BVEP, bilingual vocational education, adaptation strategies,
resource materials and agencies.

PRESENTER(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS: Upcoming Workshops

NEC Resources

Suggestions for Working with LEP students

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Current Illinois Projects Concerned with LEP Students in Vocational Education

EVENT: TESOL Convention

DATE: April 4, 1981

TIME: 2:30 to 4:30 p.m.

PLACED HELD: University of Illinois at Urbana-Champaign

SUMMARY OF SUBJECT MATTER COVERED

Overview of BVEP: funding source, purpose, services-consultation, inservice, library

Description: Vocational Program serving LEP

Resources available: Materials, Testing, Career, Pre-employment, VESL

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

Cathy Day

Elizabeth Maschwitz

Patricia Menges

Masako Shin

HANDOUTS: Bilingual Vocational Education Project Brochure

Bilingual Vocational Education

A Survey of Bilingual Vocational Materials

Coordination of Bilingual Vocational & VESL

NEC Resources

A copy of Handbook for VESL Teacher

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____



PRESENTATION REPORT

PRESENTATION TITLE: Materials Display

EVENT: S.N.O.O.P. Conference

DATE: April 8, 1981 TIME: 8:30 a.m. to 4:00 p.m.

PLACED HELD: Rock Valley College

SUMMARY OF SUBJECT MATTER COVERED

PRESENTOR(S) & POSITION(S): Jeanne Lopez-Valadez

HANDOUTS:

NUMBER OF PARTICIPANTS: _____

FOLLOW UP: _____

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

LECTURE NOTES

BY

PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

AND

ASSISTANT PROFESSOR

JOHN D. COLEMAN

APPENDIX D

LIBRARY UTILIZATION REPORT



FY81 Library Utilization

This utilization report shows the total number of items circulated to the various agencies associated with N.E.C. projects. An item circulated is defined as any book or non-book material of 1 title loaned to 1 person for a period of one month.

<u>AGENCY OR GROUP</u>	<u>UTILIZATION</u>
N.E.C. Consultants;	
BESC	274
BTTSE	42
BVEP	113
ESL	207
IAIRC	67
ICEI	44
IRC	497
NEC/ADMIN.	5
NEC/GSU	17
N.E.C. Sponsors;	
District 15	88
21	23
23	0
25	89
26	0
54	17
57	28
59	79
211	15
214	97
Illinois Public Schools;	
District 1	5
2	24
4	23
11	3
27	15
46	76
60	15
62	18



District 65	10
83	17
88	34
95	22
99	15
129	39
131	68
170	2
200	9
201	14
204	15
205	97
207	5
219	8
231	19
302	34
303	7
365	2
Chicago Public	157
Springfield Public	47
<u>Illinois Private Schools</u>	
Illinois State Board of Education Personnel	83
<u>Illinois Institutions Higher Education</u>	
Thornton Community College	52
College of Lake County	54
Moraine Valley	5
Elgin Community College	45
National College	98
* Triton Community College	37
* Truman College	51
Harper	78
Kashashia College	12
College of Du Page	106
Sauk Valley Community College	28
Bellville Area College	29
Joliet Junior College	9
Prairie State College	45
Highland Community College	15



Mc Henry Community College	58
Northern Illinois University	5
* Waubensee Community College	34
Western Illinois University	27
Mundelin College	28
Carl Sandburg College	1
Oakton Community College	7
City Community Colleges	14
* Rock Valley College	1
* Southern Illinois University	42
North Eastern Illinois University	19
<u>Illinois Adult Education Agencies</u>	
Korean American Community Services	12
Institute del Progreso Latino	28
Joliet Township Refugee	24
Chicago Urban Skills Institute	157
Elgin Y.W.C.A.	68
Jackson Adult Center	25
Bloomington Normal Adult Education	2
Alton Indochinese Institute Y.W.C.A.	27
Region III Adult Education Service Center	28
Chinese American Service League	53
Peoria Adult Education Center	35
Evanston Adult Continuing Education	6
Joliet Adult Center	18
Adult Education Living Program	1
V.E.S.L. Champaign	12
Indochinese Refugee Consortium (Springfield)	9
Hilliard Adult Education Center	4
V.E.S.L.-Danville	49
Kishwaukee Indochinese	1
Dr. King Center-I.C. Program	4
Miscellaneous Illinois Agencies	16
<u>Out of State Institutions</u>	
Indiana University	38
South Bend, Indiana Public Schools	34
Davenport, Iowa Public Schools	20
Ohio State University	3



Orchard, Ohio Public Schools	34
Jackson, Michigan Public Schools	21
Racine, Wisconsin Public Schools	78
Unknown Agencies	479



APPENDIX E

PAID PARTICIPANTS

- . Staff
- . Consultants



BIO-DATA SHEET

Please type or print clearly.

1) Name: Susan B. Adams 2) Title: Staff Researcher

3) Professional Address: 4) Home Address:

Center for Career & Voc. Teacher Education 333 Sumpter Avenue

Western Kentucky University Bowling Green, Kentucky 42102

Bowling Green, Kentucky 42101

Telephone: (502) 745-3441

Telephone: (502) 843-1374

5) Higher Education Institutions attended and degrees received:

Murray State University, B.A. 1965

Western Kentucky University, M.A. 1976

6) Some previous relevant positions held: (List up to three.)

1977-present Project Director - Center for Career & Vocational Teacher Ed.

Western Kentucky University, Bowling Green, Ky.

1968-1970 Classroom Teacher, Sumrall High School, Sumrall, Mississippi

1965-1966 Classroom Teacher, Houghton School, Augusta, Georgia

7) Publications: (list up to three.)

Serving Students with Limited English Proficiency: A Guide for Kentucky Vocational Educators, Western Ky. University in cooperation with Kentucky Bureau of Voc. Ed., June 1981.

Vocational Education for Students with Limited English Proficiency: Research and Program Development in Kentucky, Western Ky. University in Cooperation with Kentucky Bureau of Voc. Ed., June, 1980

A Project to Provide Teacher Training and Resources for Vocational Educators of Limited English Speaking Students, Western Ky. Univ. in Cooperation with Kentucky Bureau of Voc. Ed., June, 1979.

8) Previous conference/workshop presentation: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)

AVA, 1980 "Resources in Bilingual Vocational Education"..co-presenter

AVA, 1980 "Training and Technical Assistance for Vocational Educators of LEP Students: Three Models" ..co-presenter

AVA, 1980 "Curriculum Materials for Use with Students of Limited English Proficiency" . . presenter

9) Professional organizations: (Offices, Committee posts held, Dates)

American Vocational Association; National Association of Bilingual Education; Teachers of English to Speakers of Other Languages; National Association of Vocational Education Special Needs Personnel; Mid-South Educational Research Association; Kentucky Vocational Association; Kentucky TESOL

10) Honors, Grants, Fellowships:

Director of Four Projects Funded by Ky. Bureau of Vocational Education since 1977

To Serve as Co-Director of Project Funded by Kentucky State Employment and Training Council Beginning October, 1981

Chairperson-Bilingual Vocational Education Sig, AVA, 1980

Member of Planning Committee for National Conference on Bilingual Education, December, 1979

1979-1981 Cited in "Important People --Important Programs," Kentucky Department of Education.



BIO-DATA SHEET

Please type or print clearly.

- | | |
|---|---|
| 1) Name: Tatiana Davidson | 2) Title: Executive Secretary |
| 3) Professional Address:
Bilingual Vocational Education Project
500 S. Dwyer Avenue

Arlington Hts., IL 60005
_____ | 4) Home Address:
106 E. Burr Oak Drive

Arlington Hts., IL 60004
_____ |
| Telephone: 870-4150 | Telephone: (312) 394-2073 |
- 5) Higher Education Institutions attended and degrees received:
Mundelein College
Harper Junior College
Metropolitan Business College
Santa Ana Business College
- 6) Some previous relevant positions held: (List up to three.)
Project Secretary to the Indochinese Materials Development Project
Typesetter
Assistant to the Registrar's Office
- 7) Publications: (List up to three.)
- 8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)
- 9) Professional organizations: (Offices, Committee posts held, Dates)
- 10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

1) Name: Pat DeHesus

2) Title: Educational Consultant

3) Professional Address:

4) Home Address:

500 South Dwyer

7911 - D North Avenue

Arlington Heights, Illinois 60005

River Forest, Illinois 60305

Telephone: (312) 870-4161

Telephone: (312) 771-8993

5) Higher Education Institutions attended and degrees received:

Rosary College - B.A.

Northern Illinois University - M.S. Ed.

Southwestern Texas State University - Graduate Work

6) Some previous relevant positions held: (List up to three.)

ABE/ESL Instructional Coordinator , Elgin Community College

ESL Coordinator - Waubensee Community College

Educational Coordinator - Illinois Migrant Council

7) Publications: (List up to three.)

Handbook for the Vocational English as a Second Language (VESL) Teacher

(Illinois Adult Indochinese Refugee Consort)

8) Previous conference/workshop presentations: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)

Basic Skills for ESL Teachers - Fall 1979, 1980, 1981

Communication Activities in the Class - October 1980

Developing VESL Materials - May 1981

9) Professional organizations: (Offices, Committee posts held, Dates)

TESOL

Illinois TESOL/BE

NAPCAE

10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

1) Name: Andrea Celine Donatoni

2) Title: Clerk Typist

2) Professional Address:

4) Home Address:

310 W. Fremont

Arlington Heights, IL 60004

Telephone:

Telephone: (312) 259-8885

5) Higher Education institutions attended and degrees received:

University of Illinois, Champaign-Urbana Sohomore - 1981-82

6) Some previous relevant positions held: (List up to three.)

Bookkeeping Assistant-Engineers and Surveyors, Co.,

Library Assistant- N.E.C. Library

Library Assistant-Arlington Heights Memorial Library

7) Publications: (List up to three.)

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

9) Professional organizations: (Offices, Committee posts held, Dates)

10) Honors, Grants, Fellowships:

4 year Grant: ROTC Scholarship - University of Illinois

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BIO-DATA SHEET

Please type or print clearly.

- 1) Name: Gary Fisk
- 2) Title: Production Manager
- 3) Professional Address:
- Instructional Communications Center
- Governors State University
- Park Forest South, Illinois 60466
- Telephone: (312) 534-5000 X2311
- 4) Home Address:
- 106 Dogwood
- Forest Prk, Illinois 60466
- Telephone: (312) 747-2209
- 5) Higher Education Institutions attended and degrees received:
- Colorado State University - B.S.
- Michigan State University - M.A.
- 6) Some previous relevant positions held: (List up to three.)
- Audio Visual Coordinator - University of California, Davis
- Television Production Assistant - Michigan State
- Audio Visual Scheduler - U.C.L.A.
- 7) Publications: (List up to three.)
- 8) Previous conference/workshop presentations: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)
- Slide/Tape Production for Spanish Teachers, 8/81, Seattle
- Slide/Tape Production for Bi-Lingual Teachers, 1979, New Orleans
- Project Seminar Consultant/Workshops, 1975-77, Sacramento
- 9) Professional organizations: (Offices, Committee posts held, Dates)
- International Television Association - Board of Directors - present.
- 0) Honors, Grants, Fellowships:



BIO DATA SHEET

Please type or print clearly.

1) Name: Jerry Guevara

2) Title: State Supervisor of Bilingual
Minority Voc.Ed.Programs

2) Professional Address:

4) Home Address:

Minnesota State Department of Education

7690 Dawn Avenue

550 Cesar Avenue - Capitol Square Bldg.
Room 559

Inver Grove Heights, MN 55075

St. Paul, MN 55101

Telephone: (612) 296-5707

Telephone: (612) 455-7073

5) Higher Education institutions attended and degrees received:

B.S. University of Minnesota

Graduate Studies - University of George Washington

6) Some previous relevant positions held: (List up to three)

State Supervisor of Bilingual Minority Vocational Education Programs

Compliance Officer for the State Department of Education-OCR Guidelines on Voc.Ed.

State Department of Human Rights Compliance Officer on Education

7) Publications: (List up to three)

Minnesota Minorities - 1976

State Aid Formula on Education for Minorities - 1979

How to Administrate Bilingual Vocational Programs - 1978

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

"Bilingual Vocational Education-1980-AVA Conference

Minnesota State Conference on Bilingual Vocational Program - 1979

Bemidji State University - 1981 - "Minorities in Vocational Education/Bilingual Voc.Ed."

9) Professional organizations: (Offices, Committee posts held, Dates)

Member AVA

Member Minnesota Vocational Association of Special Needs Personal

Member Minnesota Counselors Association

10) Honors, Grants, Fellowships:

Fellowship-University of George Washington

Fellowship-Boston University

Grant-U.S. Department of Education Part J Funding for Bilingual Vocational Education



BIO-DATA SHEET

Please type or print clearly.

1) Name: Audrey J. Hendrixson

2) Title: Administrative Assistant

2) Professional Address:

4) Home Address:

44 E. Washington Street

Palatine, IL 60067

Telephone:

Telephone: (312) 358-1690

5) Higher Education institutions attended and degrees received:

Harper College
Kennedy-King College

6) Some previous relevant positions held: (List up to three.)

Secretary to Consultants and Pilot Testing
Secretary Executive and Consulting Engineers Editor

7) Publications: (List up to three.)

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

9) Professional organizations: (Offices, Committee posts held, Dates)

10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

1) Name: Michael G. Kelly

2) Title: Project Director

2) Professional Address:

4) Home Address:

Waubonsee Community College

P.O. Box 675

Route 47 at Harter Road

Hinckley, IL 60520

Sugar Grove, IL 60554

Telephone: (312) 466-4811

Telephone:

5) Higher Education institutions attended and degrees received:

B.A. Bradley University

6 Graduate Hours Northern Illinois University

M.A. Northern Illinois University

6) Some previous relevant positions held: (List up to three.)

Project Director for Indochinese Project

ESL/ABE Project Director

Welding Instructor

7) Publications: (List up to three.)

"Putting the V in VESL"- to be published 9,'81, Collected Papers from Illinois
TESOL/BE 9th Annual State Convention and 1st. Midwest Regional TESOL Conference
"Community College Frontiers"-Book review

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

Workshop on Use of Waubonsee Vocational and VESL Materials for LEP Students-

9) Professional organizations: (Offices, Committee posts held, Dates)

Member at Large of the Northwest Regional NRC - Illinois TESOL/BE-1979 to present

10) Honors, Grants, Fellowships:

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Please type or print clearly.

1) Name: E. Jeanne López-Valadez

2) Title: Director

3) Professional Address:

4) Home Address:

Bilingual Vocational Education Project

1954 Brice Court

500 South Dwyer Avenue

Palatine, IL 60067

Arlington Heights, IL 60005

Telephone: (312) 870-4150

Telephone: (312) 991-4157

5) Higher Education Institutions attended and degrees received:

San Antonio Junior College, TX A.A.

University of Texas, TX B.A.

University of Washington, WA M.A.

National College of Education, IL Graduate Studies

University of Houston, TX Consortium C.

6) Some previous relevant positions held: (List up to three.)

Project Director, BVEP

Bilingual Materials and Curriculum Specialist

Multicultural Curriculum Specialist; Field Coordinator

7) Publications: (List up to three.)

Vocational Education for The Limited English-Speaking: A Handbook for Administrators
Bibliography of Bilingual Materials for Career/Vocational Education--A List of BESC
Library Holdings

Vocational Needs Survey: Serving The Limited English-Speaking In Illinois

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

"A Survey of Bilingual Vocational Education Materials" American Vocational Association
Convention, New Orleans, LA, 19880

"Bilingual Vocational and Career Education Programs" Eastern Regional Management
Institute, Washington, DC, 1981

"Bilingual Vocational Education- A Challenge for Collaboration" 10th Annual NABE Conf.

9) Professional organizations: (Offices, Committee posts held, Dates) Boston, MA, 1981

American Vocational Association-NAVESNP: Bilingual Vocational SIG Chairperson

National Association for Bilingual Education-Bilingual Vocational SIG

10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

- 1) Name: Patricia A. Menges
- 2) Title: Curriculum Developer/VESL Instructor
- 2) Professional Address:
Waubonsee Community College
Route 47 at Harter Road
Sugar Grove, IL 60554
Telephone: (312) 466-4811 x 344
- 4) Home Address:
5544 Lyman
Downers Grove, IL 60516
Telephone: (312) 968-3227
- 5) Higher Education institutions attended and degrees received:
M.A. University of Amsterdam
B.A. Oberlin College
- 6) Some previous relevant positions held: (List up to three.)
ESL/VESL Instructor
Language Consultant
- 7) Publications: (List up to three.)
"Putting the V in VESOL" to be published Sept. '81, Collected Papers from Illinois TESOL/BE 9th Annual State Convention and 1st. Midwest Regional TESOL Conference, (with Mike Kelly.)
"Current Illinois Projects Concerned with LEP Students in Voc.Ed."
"Theory & Practice of Voc.Ed. for LEP Adults: A Case Study for the 80's"
- 8) Previous conference/workshop presentations: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)
Workshop on Multicultural Voc.Ed. for LEP Students-"Development of VESL Materials: Where do I start?"
Workshop on Use of Waubonsee Vocational and VESL Materials for LEP Students.
Midwest Regional TESOL Conference-"Putting the V in VESL"
- 9) Professional organizations: (Offices, Committee posts held, Dates)
Teachers of English to Speakers of Other Languages (TESOL)
Illinois TESOL/BE
Northern Regional Chapter Illinois TESOL/BE
Illinois Adult and Continuing Education Association
- 10) Honors, Grants, Fellowships:
M.A. Cum Laude-University of Amsterdam - 1980
Phi-Beta-Kappa-1973



BIO-DATA SHEET

Please type or print clearly.

1) Name: Rick Robinson

2) Title: Director of Instructional Resources

3) Professional Address:

4) Home Address:

500 South Dwyer Avenue

800 West Rand Road Apt A104

Arlington Heights, 60006

Arlington Heights, Illinois 60004

Telephone: (321) 870-4114

Telephone: (312) 392-5381

5) Higher Education Institutions attended and degrees received:

Illinois State University - M.S. Education

Eureka College - B.A.

Northern Illinois University - Graduate Studies

6) Some previous relevant positions held: (List up to three.)

Head of Media Technical Services, Governors State University

Media Distribution System Supervision, Governors State University

Instructional Material Specialist, Illinois State University

7) Publications: (List up to three.)

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

Producing Media Materials

9) Professional organizations: (Offices, Committee posts held, Dates)

Association for Educational Communication and Technology- Copyright Committee

Program Evaluation Committee

University Civil Service System of Illinois

Oral Boards Police Examiner

10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

1) Name: Melaine W. Stephens

2) Title:

3) Professional Address:

4) Home Address: 3540 N. Pine Grove

Chicago, Illinois

60657

Telephone:

Telephone: (312) 348-7553

5) Higher Education Institutions attended and degrees received:

Northeastern Illinois University, Chicago - Candidate for M.A.
in Linguistics

Governors' State University, Park Forest South, Ill. - M.A. in
Cultural Studies

Alverno College, Milwaukee, Wisconsin - B.A. in English

6) Some previous relevant positions held: (List up to three.)

Director, Truman Bilingual Vocational Center - 1978-1980
Truman College, Chicago

Lecturer in English - Educational Assistance Program, University
of Illinois at Chicago Circle - 1969-1978

7) Publications: (List up to three.)

Manual on the administration of a bilingual vocational project
(draft)

8) Previous conference/workshop presentations: (Title of conference/workshop,
Title of your presentation, Dates. List up to three.)

NABE (National Association for Bilingual Education) Conference -
Presentation on institutionalizing a project - 1979

9) Professional organizations: (Offices, Committee posts held, Dates)

NABE

10) Honors, Grants, Fellowships:

Grant to study Urban Ethnic Literature, University of Wisconsin,
Summer, 1976



BIO-DATA SHEET

Please type or print clearly.

- 1) Name: Dennis Terdy
- 2) Title: Director
- 3) Professional Address:
- Illinois State Wide ESL/AE Service Ctr
NEC-500 South Dwyer Avenue
Arlington Heights, Illinois 60005
- 4) Home Address:
- 465 Rex
Elmhurst, Illinois 60126
- Telephone(312) 870-4130
- Telephone: (312) 279-3421
- 5) Higher Education Institutions attended and degrees received:
- Northwestern University/Evanston B.A.
- Loyola University/ Chicago M. Ed.
- 6) Some previous relevant positions held: (List up to three.)
- Bilingual Consultant Illinois Resource Center
6 1/2 years Coord/Couns. Bilingual, H.S. Program
Project Director Illinois Statewide ESL Service Center
- 7) Publications: (List up to three.)
- Descriptive Bibliography of Bilingual Tests for the Secondary Level
Various Newsletter Articles/ Illinois & TESOL
- 8) Previous conference/workshop presentations: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)
- Several - National and Local Conferences
- 9) Professional organizations: (Offices, Committee posts held, Dates)
- Illinois TESOL/BE - Program Chair/Exec. Com., 1977-1981
Illinois Assoc. Bilingual Bicultural Education, Rec. Sec. 1979
- 10) Honors, Grants, Fellowships:



BIO-DATA SHEET

Please type or print clearly.

1) Name: Dr. Rafaela Weffer

2) Title: Director of Bilingual Programs

3) Professional Address:

4) Home Address:

DePaul University

1920 North Clark Street, Apt 3B

2235 North Sheffield

Chicago, Illinois 60614

Chicago, Illinois 60614

Telephone: (312) 321-8390

Telephone: (312) 751-0265

5) Higher Education Institutions attended and degrees received:

University of Southwestern L.A. - B.A. Psychology

IIT - M.S. Counseling and Guidance

IIT - Ph.D. Psychology

Northwestern University, Evanston - Post Doctoral in Learning Disability

6) Some previous relevant positions held: (List up to three.)

Director of Bilingual Programs - DePaul University

Division Director Human Development - DePaul University

University Professor-Governors State University

Assistant Professor - Chicago State University

7) Publications: (List up to three.)

Do Bilingual Education Program Inhibit English Language Achievement? A Report on an Illinois Experiment. 1973

Bilinguality and its Implications in Language Assessment. 1980

Factors to be Considered When Assessing Bilingual Hispanic Children

8) Previous conference/workshop presentations: (Title of conference/workshop, Title of your presentation, Dates. List up to three.)

"A Ray of Hope for Hispanic Exceptional Children" HEW-Region 5 Midwest Conference on Education of Hispanics. May 22-24, 1980

"Planning Training for Educators of Bilingual Special Education Students." Special Education Inservice: Preparing for Change. Conference. Chicago, March 27-28, 1980

"Factors to be Considered When Assessing Bilingual Hispanic Children" New York, February 5-6, 1981 - Second Annual Colloquium on Hispanic Issues

9) Professional organizations: (Offices, Committee posts held, Dates)

Latino Institute - Board Member 1980-1981

United Way New Development Committee - 1970 to present

Casa Aztlan Advisory Board - 1981

10) Honors, Grants, Fellowships:

Office of Special Education and Rehabilitation Services Grant. Training Grant Learning Disabilities Program for Teachers of non-English Speaking Children.

OAS Masters Fellowship - 1968



APPENDIX F
RESOURCE PERSONS



RESOURCE PERSONS

These persons contributed free of charge to BVEP by conducting the following presentation:

Cathy Day (University of Illinois-LEP Project)

Presentations: Vocational ESL
Workshop: Adapting Instruction and Materials for LEP Students
Date: February 24, March 3, 10, 1981

Rebecca Douglass (East Central Curriculum Management Center)

Presentation: "Avoiding Copyright Problems"
Workshop: Bilingual Vocational Materials Development
Date: May 21, 1981

Joanne Kalnitz (Truman College)

Presentation: "Piloting and Evaluating VESL Materials"
Workshop: Bilingual Vocational Materials Development
Date: May 21, 1981

Mildred Kobus (Rixson Firemark)

Presentation: "Business Prospective"
Workshop: Non-English Speaking People Among Us!
Date: December 17, 1980

Terry London (Illinois Adult Indochinese Refugee Consortium)

Presentation: "Counseling and Job Development"
Workshop: Non-English Speaking People Among Us!
Date: December 17, 1980

Jesus Lopez (Illinois Migrant Council)

Presentation: "Cultural Perspectives in Education-Hispanic"
Workshop: Non-English Speaking People Among Us!
Date: December 17, 1980

John Tirado (Pilsen Little Village Community Health Center)

Presentation: "Linkages Issues-coordinating with community agencies"
Workshop: Manteno Mental Health Center Workshop
Date: April 19, 1981



Resource Persons continued

Joe Tobin (Traveler's Aid Society)

Presentation: "Cultural Issues-cultural adaptation and cross-cultural
communication"
Workshop: Manteno Mental Health Center Workshop
Date: April 19, 1981

Masako Shin (School of Technical Careers-Souther Illinois University)

Presentation: "Determining Language, Content, User and Format"
Workshop: Non-English Speaking People Among Us!
Date: May 21, 1981

Tran Van Duong (Truman College Indochinese Project)

Presentation: "Cultural Perspectives in Education and Employment-Indochinese"
Workshop: Non-English Speaking People Among Us!
Date: December 17, 1981



APPENDIX G

MATERIALS PURCHASED



MATERIALS PURCHASED

- Bibliography of Bilingual Materials for Career/Vocational Education--A List of
BESC Library Holdings
- Case Study No. 2: NY City Bilingual Office Skills Training. Paper copy
- Case Study No. 3: Bergen County, NJ, On-the-Job Training and ESL. Paper copy
- Case Study No. 4: Laredo, TX, Bilingual Training for Electricians and Import-
Export Clerks. Paper copy
- English for Nurses
- English for Nurses Teacher's
- Getting Ready to Cook
- Harrington/O'Shea System for Career Decision-Making (Spanish) Teacher's Manual
- Harrington/O'Shea System for Career Decision Making (Spanish) Student Answer Book
- Industrial Employment Opportunities and the Hispanic Community: The Case of
Pilsen. Paper copy
- Introduction to Vocational Education (Bilingual Title)
- Job-O-Set (Spanish Version)
- Success at Work - Level 2
- Teacher's Manual for En El Empleo-On the Job
- The College Experience Series (Bilingual Title)
- Vocational Preparation for Tomorrow (Bilingual Title)
- Why Vocational Education? (Bilingual Title)
- Words of Work - Carpentry Unit 1 TA1
- Words of Work - Carpentry Unit 2 TA2
- Words of Work - Carpentry Unit 3 TA3



APPENDIX H

PUBLICITY



ILLINOIS STATE UNIVERSITY PRESERVICE TRAINING PROGRAM FOR VOCATIONAL TEACHERS

The preservice training project at Illinois State University involves the development of learning modules based on teacher competencies identified as necessary for vocational teachers to work effectively with LEP students. The competencies were identified as a result of a survey of teachers in the field and a review of the literature. Instructional packages will be devised to be incorporated into existing preservice systems. The packages will address the competencies found to be absent or deficient in the vocational teacher preparation programs. Staff development activities of teacher education faculty will also be conducted. In addition, an annotated bibliography has been prepared of pedagogical research which deals with the limited English proficiency student. The bibliography was designed to assist the vocational teacher, counselor, and administrator.

Margaret Tomassi Kang
DeGarmo Hall 233
Illinois State University
Normal, Illinois 61761

309-436-5415, ex 258

SCHOOL OF TECHNICAL CAREERS SOUTHERN ILLINOIS UNIVERSITY

The second phase of the STC/SIU project deals with the development of multi-cultural competency based vocational/technical curricula. Multi-cultural Competency Based Curricula and support materials will be tested and refined for Hispanic and Indochinese LEP students. Introductory audio-visual materials for each of eight skill training areas will be developed including a master tape in VESL, and scripts in Spanish and Laotian. Materials for 8 curricula models in VESL will be developed in audio-visual format. A slide-sound presentation will be made of the world of work in VESL with a script in Laotian.

Larry Hepburn, Director
Masako T. Skin, Curriculum Development Specialist
Southern Illinois University
908 S. Wall Street
Carbondale, Illinois 62901

618-997-3381

BILINGUAL VOCATIONAL EDUCATION PROJECT — BVEP

The Bilingual Vocational Education Project (BVEP) is a resource center designed to assist educational and community agencies throughout the State of Illinois in meeting the needs of culturally and linguistically diverse persons in vocational education. More specifically, BVEP provides consultative and in-service assistance in the development and implementation of programs to serve Limited English Proficiency students. BVEP also houses a multi-media library collection for use by local programs.

Bilingual Vocational Education Project
Jeanne Lopez-Valadez
500 South Dwyer Avenue
Arlington Heights, Illinois 60005

312-870-4160



BILINGUAL VOCATIONAL RESOURCE CENTER IN ILLINOIS

The Bilingual Vocational Education Project is a resource center funded by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education, as a response to Public Law 94-482 to expand vocational programs and services for limited English proficiency (LEP) persons. This center is designed to foster greater and more meaningful participation of culturally and linguistically diverse persons in vocational education by assisting educational and community agencies. More specifically, BVEP provides consultative assistance and inservice training in the development and implementation of vocational programs for LEP students at the high school, adult and post-secondary levels. BVEP works with school, CETA and migrant programs as well as mental and penal institutions.

Another important component is its library services. BVEP houses an extensive collection of bilingual vocational and career materials. A bibliography of BVEP's holdings is available for dissemination. Other publications produced by BVEP include:

Vocational Education for the Limited English-Speaking: A Handbook for Administrators

Vocational Needs Survey: Serving the Limited English-Speaking in Illinois

Bilingual Vocational Education Human Resource Directory

During its three years of operation it has served as a resource to state and local programs and as an advocate to the community. For further information contact:

Jeanne Lopez-Valadez
Project Director
Bilingual Vocational Education Project
500 South Dwyer Avenue
Arlington Heights, IL 60005
(312) 870-4150

MODEL VOCATIONAL EDUCATION PROGRAM
TEACHER AIDE TRAINING FOR LIMITED ENGLISH SPEAKING ADULTS

The primary objective of the L.E.S. Adult Vocational Education program is to train and provide experience for persons with limited English speaking skills for placement as teachers aides in high school vocational education classrooms. Persons who have dual language capability and entry level skills and knowledge in a vocation are needed to assist regular vocational instructors with bilingual students in areas of vocational training at the high school level. Current courses of study concentrate on the adult Spanish speaking population.

The program, housed at Mesa Community College in Arizona consists of several phases: Phase 1, consists of preparing a research design, job analysis and curriculum recommendations for vocational programs for L.E.S. adults at the community college level. During phase 2 a model vocational program in teacher aide education for the L.E.S. adult will be developed, training adults in entry level skills for the vocational areas in highest demands in Arizona.

From: NABE VOCATIONAL SIG NEWS - Volume I, Number 2 - April, 1981



BILINGUAL VOCATIONAL MATERIALS DEVELOPMENT WORKSHOP

DATE: May 21, 1981

TIME: *9:00 A.M. - 2:30 P.M.

PLACE: Bilingual Vocational Education Project
500 South Dwyer Avenue
Arlington Heights, IL 60005

PHONE: 312/870-4150

FOR: LEP Projects funded by DAVTE

GOALS: To introduce participants to a process for materials development or adaptation.

To provide participants with sample resources and formats for materials development/adaptation.

To provide an opportunity for problem-solving concerns in curriculum development.

To provide an opportunity to visit the Northwest Educational Cooperative library.

The following topics have been tentatively identified. Please let us know if there are other areas that you would like to see covered.

SAMPLE TOPICS:

- . Conducting a Needs Assessment
- . Determining Format, Content and Language Use.
- . Use of Mini Grants and other Funding
- . Avoiding Copyright Problems
- . Piloting and Evaluating Materials

REGISTRATION: Please call 312/870-4150 to notify us if you plan to attend.

REPLY BY MAY 15, 1981

**** COFFEE AND ROLLS FOR THE EARLY BIRDS ****



NON-ENGLISH SPEAKING PEOPLE AMONG US!

Can You Tell Your Non-English Speaking Employee You Would Like Things Done Differently?
How Do You Counsel And Direct Towards Career Guidance, The Young Person You Do
Not Understand, When He Speaks?
Do You Reach Your Non-English Speaking Student When You Teach Math In Your Class?

THEN YOU SHOULD ATTEND THE WORKSHOP WHICH IS GOING TO BE HELD AT:



PLACE: Triton College, Willow Room
College Center, 2000 Fifth
Ave. River Grove, IL. 60171

DATE: Wednesday, December 17, 1980

TIME: 8:30 a.m. to 1:00 p.m.

All Business/Industry Persons

All Vocational Counselors

All Teachers Are Invited!

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BVER

Sponsored By: The Career Guidance Center Region 7
Triton College, 2000 Fifth Ave. River Grove, IL.
60171. If you have any question call: 456-0300 Ext. 665

Co-Sponsored By: Jeanne Lopez-Valadez
Director of Bi-Lingual Vocational
Education Project

The Career Guidance Center Region 7, is funded by the State Board of Education.
The Center is one of the 19 Career Guidance Centers in Illinois responding to
mandates for Vocational Guidance Services in Education Amendments of 1976, P.L. 94-482.

REGISTRATION FORM

NAME _____ ORGANIZATION _____
ADDRESS _____ PHONE NUMBER _____
CITY _____ STATE _____ ZIP CODE _____
JOB TITLE _____

Please mail Registration form to: Triton College, Career Guidance Center, 2000 Fifth
Ave. River Grove, IL. 60171.

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

1155 EAST 58TH STREET

CHICAGO, ILL. 60637

TEL. 733-9328

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APPENDIX I
AGENCIES SERVED



AGENCIES SERVED

Athens High School
Alternative Schools Network
A & M University, TX
Abraham Lincoln Middle School
American Vocational Association
Assumption College Rehabilitation Continuing Education Center, MA

Bloomington School District
Benito Juarez High School
Bolingbrook High School
Brandt School, NY
USOE-Bureau of Occupational and Adult Education, DC
Baltimore City Department of Social Services, MD

Centennial Educational Center, CA
Curriculum Publications Clearinghouse-Western Illinois University
Colorado Department of Education, CO
Comstock Park Public Schools, MI
Chicago Board of Education
Chinese American Service League, Inc.
CASE Special Education
CETA Seasonal Farmworker Program, Inc.
CETA Staff Development Project, CA
Cottage Grove School
Community College of Philadelphia, PA
Clemente High School
CRC Long Branch High School, NJ
Concordia College
Career Guidance Center-Region II
CIES
CETA Kane County
CETA Planning Office-Peoria
Carver High School

William J. Dean Vocational Tech. High School, MA
DAVTE-Special Needs Consultants and Staff
DuPage Career Education Center
Daniel Construction Co., Training Service Department, GA
Disney Magnet High School
Denver Public Schools, CO
DeKalb Community College
Department of Health & Human Services, Region V
Danville Area Vocational Center
Darwin School
William L. Dawson Skill Center



ERICK, NY
Eisenhower High School
Everett High School, MI
Eastern Michigan University, MI
East Central Curriculum Management Center
East Moline School District
English Language and Employment Service, CA
Ed. Work Linkage Project, TX
Elgin School District U.46
Elmhurst District #205
Eighteenth Street Development Corporation

Florida State University, FL
Fitchburg State College, MA
Fox Valley Technical Institute, WI
First Industrial Rehabilitation Service
Forest View High School
Florida International University, FL

Georgetown University, DC
Governors State University
Greater Lowell Ref. Vocational School, MA
Girl Scouts USA, NY
Grand Rapids Public Schools, MI
Georgestown Area Vocational Center, FL
Gages Park High School

Harlem High School
Hunter College, NY
Highland Community College
Hubbard High School
Hull House Employment
Home Economics Outreach
Human Resources Management, Inc., DC
Harper High School

Illinois AFL-CIO
Indiana Office of Occupational Development, Inc.
Illinois Migrant Council
Illinois Vocational Association
Instituto de Estudios Generales, Ecuador
International Institute of Orange County, CA
Immigrant and Refugee Community Center, CA
Illinois State Board of Education
Institute of Modern Languages, MD
Illinois Statewide English as a Second Language/Adult Education Service Center
Illinois Employment and Training Council
Idaho State University, ID
Illinois Resource Center



Illinois Adult Indochinese Refugee Consortium
Inter America Research Association, VA
Illinois State Universtiy

Jewish Vocational Services
Jones College, FL
Jackson County Cooperative Extension
Joliet Township High School District #204
Joliet Job Corps Center

W. F. Kaynor Reg. Vocational Tech. School Center
Kankakee High School District #3
Kirschner Associates, DC
Kaneland Community Schools District #302

L.E.S. Adult Vocational Program, AZ
LaSalle-Peru Area Vocational Center
Latin America Youth Center, DC
Linden Avenue School, NJ
Lincoln High School Annex
Loop College
Lake View High School
Larsen Junior High
Lincoln Park High School
Lake County Career Guidance Center-Region 3
Lane Community College, OR
Lansing School District, MI
Litton Education Systems

Manteno Mental Health Center
Metropolitan Community College, MO
Micro Book Manufacturing
Mormouth County Vocational School, NY
Main West High School
Mesa Community College, CA
Minnesota Department of Education, Vocational and Technical Division
Mather High School
Manpower Program Development, CA
Midwest Women's Center
Marshall University, VA
Mundelein High School
Metal Machines Progress Center, CT
Massachusetts Department of Education, MA
Middle Tennessee State University, TN
Michigan Department of Education, Vocational Tech. Education Services, MI
Murray Language Academy



Northwest Illinois Career Center
National Governor's Association
New Bedford Skill Center
Northwest Career Guidance Center
Northwestern University
National Clearinghouse for Bilingual Education, DC
Northeastern University
NJ Office of Adult Basic Education, NJ
National College of Education
National Dissemination and Assessment Center, CA
NADC/Lesley College, MA
National Council de la Raza
National Center for Research in Vocational Education
National Puerto Rican Forum

Ottawa High School District #140
Oregon State University, OR
OBEMLA, DC
Oakland Chinese Community Council, CA

Pontiac Correctional Center
Pima College, AZ
Peotone High School
Ponce Regional College, PR
Pilsen Little Village Mental Health Center
Perce College, CA

Roosevelt High School
Rockford College
Rancho Santiago Community College, CA
Rockford Area Vocational Center
Refugee Services of Northeast Florida, FL

S.T.E.P. Workplaces, CT
St. Elizabeth Community College
Santillana Publishing Co., NJ
SER Jobs for Progress, IN
School District #19 (Chicago)
School District #30 "
School District #63 "
School District #15 "
Shapiro Development Center
San Diego Community College, CA
Senn High School
Southern California College of Medical and Dental Careers, CA
St. Elizabeth Social Center
St. Anselm's and Immigration Refugee Community Center
San Diego College, Adult and Continuing Education, CA



Small Business Administration
Spanish Speaking Peoples Study Comm.
Sayre Language Center
Skinner Classical School

Telemedia
Truman College
Triton College Guidance Center #7
Truman Indochinese Program
Thornton Community College
Tefft Junior High
T-LSA Refugee Services, PA
Tressler-Lutheran Service, PA
Travelers' Aide Society
Testing and Counseling, Inc., FL
Truman Bilingual Vocational Center
Turner Language Academy

University of Nevada-Reno, NV
University of the Sacred Heart, PR
University of Illinois
University of Wisconsin, Bilingual Vocational Training Project, WI
University of Georgia, GA
United States Department of Education, DC
University of Maine, ME
United States Bureau of Census
Urbana School District
Urban Skills Center

Vocational Technical Education Division, Oregon State University, OR
Valley Education Resources, CA

Wichita Public School, KA
Western Kentucky University, KY
Waubensee Community College, Bilingual Project
Westminster High School, CA
W.O.R.L.D. Program, CA
Whitney Young High School

Yakima Valley Community College, SW





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